London Councils  
European Social Fund  
Borough Employment Programme  
2014-2020

London Borough of Hounslow

Application Form

Please read the Borough Employment Programme Application Prospectus carefully before completing this form

**Deadline for Applications: 12 noon, 26 October 2018**

This programme is funded by the European Social Fund (ESF) and the London Borough of Hounslow.

**Please ensure that your project fits the specification outlined in the London Councils ESF Borough Employment Programme Application Prospectus 2014-20 and that you have read the document fully before you complete this application form.**

Please note that London Councils may share information that you provide to us with the London Borough of Hounslow and other partners as part of our assessment.

**If your application is successful, the contents of this application will become part of your Grant Agreement.**

**Application Guidance**

**Before you begin writing your application**

The funded projects within the London Councils’ ESF Borough Employment Programme support the strategic objectives and priorities outlined in [the London 2014-2020 ESIF Strategy](https://lep.london/sites/default/files/2016%2002%2005%20%20London%20ESIF%20with%20Financial%20alloc%20%26%20outputs%20V2.pdf) and [the ESF European Operational Programme 2014-2020](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461596/ESF_Operational_Programme_2014_-_2020_V.01.pdf).

If you have any queries relating to the project specification and how to apply, please email us at [Funding@londoncouncils.gov.uk](mailto:Funding@londoncouncils.gov.uk).

All applications must be submitted through the online form and the Annexes provided on the Programme’s website, which, together with the Application prospectus, can be downloaded from [London Councils website](http://www.londoncouncils.gov.uk/node/33035).

**Check you are eligible**

There is no point spending hours on the form if you are not eligible for a London Councils grant. Please refer to Section 4 of the Application Prospectus for the Applicant eligibility criteria.

**Check the deadline**

Applications for the Hounslow ESF Borough Employment Programme 2014-2020 have to be submitted through London Councils [online Secure Web Form](https://eilondoncouncils.egressforms.com/).

The deadline for submitting the application is **12 noon, 26 October 2018**. Once the deadline has passed it is no longer possible to submit an application for funding.

Leave yourself enough time to complete, review, amend, upload and submit your online form before the deadline. Deadline days are often busy and you may not be able to reach a member of London Councils staff if you have any technical queries with submitting the form.

*Applications submitted after the deadline will not be considered for any reason.*

*Documents submitted after the deadline will not be considered for any reason.*

**Check the requirements**

Please read the **Application prospectus and programme requirements** carefully. All applicants must be able to demonstrate they meet all the requirements of the programme. If anything is unclear, please contact us (please see Section 15 of the Application prospectus).

Each scored section will indicate the maximum available score. Please note that your application includes the completion of Cross Cutting Themes and Track Record. These are also scored as standalone sections.

All other attachments are not scored separately; however, they will support some of the scored sections and will be considered during the assessment process.

The person scoring your application can only assess the information stated in your application. You must assume that they know nothing about your organisation, or the needs of your community, so be clear about what activities you are going to do and for whom.

There will be no cross referencing of answers and each answer should be completed fully, as responses for one question cannot be secured from an answer for another question.

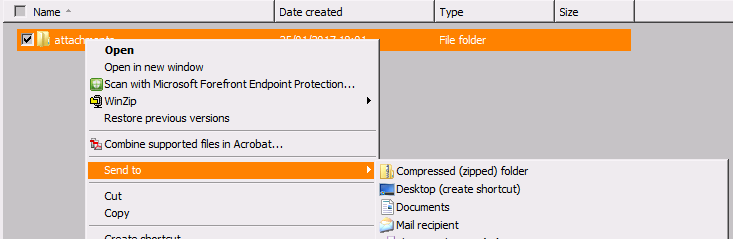
Clear guidelines have been set out on the type of project to be funded. If you have any queries on ESF eligibility, requirements or need technical support with filling in your application, please contact London Councils (please see Section 15 of the Application prospectus). Please note, London Councils staff cannot give you advice on your project idea.

**Help: If you need further assistance/information.**

* Firstly read the Application Prospectus and this application guidance section.
* Secondly refer to the FAQs (these will be updated regularly) on the London Councils website
* Thirdly if you still have not been able to find an answer then please email us [Funding@londoncouncils.gov.uk](mailto:Funding@londoncouncils.gov.uk) . Your question and our response will be posted on the FAQs page. Please send your questions **before 19 October 2018** as we may be unable to answer questions after that date.

**Submitting information to London Councils using our** [**Secure Web Form**](https://eilondoncouncils.egressforms.com/)

1. To use the web form all documents need to be added to a zipped file/folder.
2. To make a zip file/folder place all of the documents that you wish to send in a folder ready to be zipped.
3. With most windows operating systems you should be able to right click on a folder and create a zip file or compressed folder.  To create the zipped folder select the folder that contains the relevant documents, right click and select “**Send to**” and then from the next pop-out menu select “**Compressed (zipped folder)**” as shown below.



1. Once you have done this you can then drag and drop the zipped folder on to the web form.
2. If you do not have this option you can download 7-Zip, a free programme. A link for the download of this free software is here:

|  |  |  |
| --- | --- | --- |
| [Download](http://www.7-zip.org/a/7z1604.exe) | 32-bit x86 | 7-Zip for 32-bit Windows |
| [Download](http://www.7-zip.org/a/7z1604-x64.exe) | 64-bit x64 | 7-Zip for 64-bit Windows x64 (Intel 64 or AMD64) |

**Filling in the web form**

You will need to fill out the [Secure Web Form](https://eilondoncouncils.egressforms.com/) as detailed below.  Please enter the required text (highlighted in **BOLD**) taking note of the instructions (in *italics)*.

1. **Your contact within the EI team**

|  |  |
| --- | --- |
| **Name of EI member** | *Please title ‘Hounslow Borough Employment* |
|  |  |
| **Project Team** | *Please title ‘ESF’* |

1. **Information about your submission**

|  |  |
| --- | --- |
| **Name of your Project** | *Please enter the name of your project that you have applied for funding for* |
|  |  |
| **Purpose of Submission or Subject Matter** | *Please title ‘Application form and supporting documentation Hounslow Borough Employment’* |

1. **Your Details**

|  |  |
| --- | --- |
| **Organisation name** | *Please add the name of your organisation* |
|  |  |
| **Name of Sender** | *Please add the name of the person sending the attachments or the best person to contact if there are any issues* |
|  |  |
| **Email address** | *Please add the email address of the person sending the attachments or the best person to contact if there are any issues* |
|  |  |
| **Telephone number** | *Please add the phone number of the person sending the attachments or the best person to contact if there are any issues* |

Once you have entered the information and added the zipped file/folder you will need to complete the Captcha and then you will need to click **submit.** Once you have submitted you will receive an acknowledgement email.

To access the [Secure Web Form](https://eilondoncouncils.egressforms.com/) go to: <https://eilondoncouncils.egressforms.com>

**Applicant details**

**Completion of all information required in this form is mandatory**

|  |  |
| --- | --- |
| Name of Organisation or group | Click here to enter text. |
|  |  |
| Project name | Click here to enter text. |
|  |  |
| Address | Click here to enter text. |
|  |  |
| Postcode | Click here to enter text. |
|  |  |
| Telephone Number | Click here to enter text. |
|  |  |
| Mobile number | Click here to enter text. |
|  |  |
| Email address | Click here to enter text. |
|  |  |
| Website address (if you have one) | Click here to enter text. |
|  |  |
| Legal Status of organisation | Click here to enter text. |
|  |  |
| Company Registration Number  (if applicable) | Click here to enter text. |
|  |  |
| Charity Number (if applicable) | Click here to enter text. |
|  |  |
| Which local authority area is  your organisation’s main location for this project? | Click here to enter text. |
|  |  |
| How much grant is being applied for? | Click here to enter text. |

|  |  |
| --- | --- |
| Please indicate your project start date? | Click here to enter text. |

|  |  |
| --- | --- |
| Please indicate your project end date? | Click here to enter text. |

**Gateway Questions**

All applicants are required to complete the following gateway questions to determine their eligibility for funding.

If an application does not satisfy the gateway questions, it will be considered ineligible. In such cases, the application and its annexes will not be scored.

**Please read the following statements and answer YES or NO.**

| **Gateway Questions** | | **Yes/No** |
| --- | --- | --- |
| **A** | Does your organisation have a Constitution, Memorandum of Association or Articles of Association? | Yes/No |
| **B** | Does your organisation have a copy of its most recent signed accounts (audited accounts where required)? | Yes/No |
| **C** | Are you organisationally a going concern? | Yes/No |
| **D** | Are you a debtor to Hounslow Council? | Yes/No |
| **E** | Does your organisation have an Equal Opportunities Policy? | Yes/No |
| **F** | Does your organisation have a Sustainable Development Policy? | Yes/No |
| **G** | Does your organisation have a Health & Safety Policy? | Yes/No |
| **H** | Does your organisation have a Complaints Policy? | Yes/No |
| **I** | Do you commit to taking out the appropriate levels of insurance required to deliver the project? | Yes/No |
| **J** | Will you provide the specified services of the project to residents of the London Borough of Hounslow where you are applying to deliver a project in and detailed in the specification? | Yes/No |
| **K** | Can you provide evidence that your organisation has policies in place that adhere to the data protection act? | Yes/No |

# **Introduction to the Application Form**

London Councils will use the information you provide in this form to assess which projects most closely fit the criteria for funding set out in the Borough Employment Programme Application Prospectus. The maximum length of answers and points available for each question are shown in bold after each question.

For all questions use the boxes or tables within the document to provide your responses. Boxes will expand as text is input however; the length of your answers has been limited (expressed as a maximum word count) in order to assist in the assessment process. As a rough guide, 500 words is about one side of A4.

**Applicants must provide no more than the maximum permitted word count specified for each answer. Scorers will only take account of the information provided up to the maximum word count. With the exception of the Delivery Plan table at 3.2 all information and answers MUST be in size 12 uncondensed Arial font.**

Bear in mind that scorers will have a large amount of information to process so it is in your interest to be as clear and concise as possible.

**Make sure you structure your answers by addressing each part of the questions separately.**

Information is provided throughout the application form to help you with your application. Read each question fully before you write your answer in order to capture all the points required for a maximum score. It is useful to have an additional sheet of paper to bullet point the areas that need to be covered in each question.

**Please note, a good answer/application does not necessarily mean a good project, and a high score does not necessarily mean a grant will be awarded. Scorers and appraisers will be looking at applications in the broadest context of the programme aims. It is essential not to overinflate the objectives and achievements of your project – the application is only one stage of the process leading to grant award.**

1. **About Your Project** 
   1. **Project name**

|  |
| --- |
| Click here to enter text. |

* 1. **Please provide a short (MAXIMUM 200 WORDS) summary of your project**

Provide an outline of the project and how it will support Hounslow residents into/towards jobs in the digital, media, tech and creative sectors

|  |
| --- |
| Click here to enter text. |

* 1. **Please describe your project and training activities**

Please tell us how you will use the funding to meet the specification. Please ensure that you are clear and concise in your descriptions. It is important that you try to cover all the points we ask for:

* Justification for the project, including published research
* An outline for the training and support sessions/activities
* The level (i.e. Entry, Level 1, Level 2) of training to be delivered
* The number of participants supported in each element of activity

**Maximum length of answer: 750 words**

**Maximum points available: 15/100**

**Guidance**

*Do not provide unnecessarily lengthy descriptions. Instead, look to cover all the points above in a concise and clear format. If you cannot cover all the points or provide all the support listed do not provide inaccurate or false information. You must cover the ‘justification for the project’, which could include: a lack of services in the community, research carried out that identifies a need and/or a follow-on activity to a previously completed project. Published research must be referenced.*

|  |
| --- |
| Click here to enter text. |

* 1. **Please provide information about who will deliver the training**

**Guidance**

*Tutors must hold relevant qualifications for their subjects, experience alone is not enough. If training is being provided by an external organisation(s) it must be accredited to deliver to the participant target group. If an external organisation(s) is providing the training space it must be covered by the adequate insurance cover.*

**Maximum length of answer a: 200 words**

**Maximum length of answer b: 200 words**

|  |
| --- |
| 1. The name/s of the tutor/s or training organisation/s and the subjects taught: |
| Click here to enter text. |
| 1. The qualification/s the tutor/s hold |
| Click here to enter text. |

* 1. **Please provide information about where the activities will be delivered**

**Guidance**

*Project activity must take place within the borough. An occasional trip or specialist training session may take place outside of the borough but this must be agreed with London Councils beforehand in order for a cost-value judgement to be made. We would expect travel arrangements to be made and the relevant insurance cover to be in place. If an external organisation is providing the training space it must also be covered by adequate insurance cover.*

**Maximum length of answer c: 200 words**

**Maximum length of answer d: 200 words**

|  |
| --- |
| 1. The geographical area(s) in which activities will take place |
| Click here to enter text. |
| 1. The premises at which the activities will take place |
| Click here to enter text. |

* 1. **Please provide more details about the project sessions**

**Guidance**

*All projects require a high level of planning beforehand. It is important to be as accurate as possible with the information you provide in this section. This will give us a broad outlook of the projects timescales, which in turn will help in determining if it can be realistically delivered, if the budget can allow for the intended delivery timetable etc. For example, if training provision happened three days a week, for four hours per day over ten weeks, an average of 70 hours provision is intended for each participant.*

**Maximum length of answer e: 200 words**

**Maximum length of answer f: 200 words**

**Maximum length of answer g: 200 words**

**Maximum length of answer h: 200 words**

|  |
| --- |
| 1. How often will sessions take place? (Approximate days a week) |
| Click here to enter text. |
| 1. How long will sessions last? (Approximate minutes or hours) |
| Click here to enter text. |
| 1. How long will the project last? (Approximate weeks or months) |
| Click here to enter text. |
| 1. Use the information above to calculate the average number of hours each participant will spend on the project |
| Click here to enter text. |

* 1. **Please detail the personalised employment support you will offer to participants**

The project should provide innovative and individually tailored/personalised employment support which recognises each participant’s individual situation, strengths and barriers to employment. The aim is to support participants to achieve a positive outcome such as qualifications, work placement/volunteering, training and/or education, employment and/or sustained employment. In your answer you must detail:

* What activities you will provide to ensure participants are moving closer to the labour market?
* How you will keep participants engaged during the delivery of the project?
* Other projects or services you will link up with in order to provide an holistic support offer

**Maximum length of answer: 500 words**

**Maximum points available: 15/100**

|  |
| --- |
| Click here to enter text. |

* 1. **Please provide detailed information on how your project will help participants to make meaningful progress**

Participants should be aided in their journey towards employment at all stages of the project. It is important that participants are supported to break out of the cycle of basic support/training and make meaningful progress towards sustainable employment. Organisations must demonstrate their commitment to delivering end-to-end support including: initial assessment; vocational profiling; action planning; job/training search; work/volunteering placement activity; signposting to employers, providers of further job search and/or learning, etc.

**Maximum length of answer: 250 words**

**Maximum points available: 10/100**

|  |
| --- |
| Click here to enter text. |

* 1. **What will the project do for participants once they have either completed their training or your project has finished?**

Generally, participants should progress into employment or onto training, and these participants may still need support.

However, employment or training may not be appropriate for some participants, or they may simply not be ready.

These are your planned or intended activities for participants who have completed the project. You should demonstrate realistic pathways backed-up by evidence of links to employers, training providers or knowledge of relevant services. It is a minimum expectation that participants will have an increased level of confidence that will allow them to access other services if they are not yet ready for employment. In your answer you must detail:

* What support you will provide to participants who get a job
* How you will provide participants who are not employed by the end of the project with a forward-looking action plan and pathways onto other provision or support for continued progression
* How you will ensure all participants are aware of other support that is available at the end of the project

**Maximum length of answer: 250 words**

**Maximum points available: 10/100**

|  |
| --- |
| Click here to enter text. |

1. **Your Experience/Track Record** 
   1. **What is the organisation’s experience/track record and how effective have your services been?**

Organisations should have experience of delivering innovative employment support in Hounslow, or similar local authority areas, supporting out-of-work residents who are either long term unemployed or economically inactive, to move towards securing employment opportunities with local businesses in the Digital, Media, Tech and Creative sectors, either through obtaining relevant training/qualifications or direct employment.

Give details of one current or recent (within the last three years) project of a similar design and purpose to that specified in the Hounslow Borough Employment Programme Application Prospectus. In the description of your current or recent project you must detail:

* the person-centred approach and support that was built into the project
* the projects links with employers
* the projects links with key stakeholders (e.g. colleges, training providers, borough employment services, Council services and JobCentre Plus)

**Maximum length of answer: 500 words**

**Maximum points available: 5/100**

|  |  |  |
| --- | --- | --- |
| **Project** | | |
| Name of funder/s: | Click here to enter text. | |
| Size of grant (£): | £ | |
| Geographical coverage: | Click here to enter text. | |
| Delivery period: (dd/mm/yy) | From: dd/mm/yy | To: dd/mm/yy |
| Participants enrolled | Agreed no.: no. | Achieved no.: no. |
| **Outputs and results** | | |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |

|  |
| --- |
| **Description of the project** |
| Click here to enter text. |

* 1. **Please tell us about the added value your project will deliver**

It is important that projects add to and complement existing services that are available to Hounslow’s communities and residents. In your answer you must detail:

* How your project will fill a gap(s) in current services
* How your project will add value to existing projects and services in Hounslow and complement and/or improve the offer available to Hounslow residents

**Maximum length of answer: 250 words**

**Maximum points available: 10/100**

|  |
| --- |
| Click here to enter text. |

1. **Information About your participants** 
   1. **Who will your project help?**

For the total number of outputs and results, participants must reflect the target group(s) that your organisation will be delivering services to (please refer to the specification in the Application Prospectus). You may apply to deliver more or fewer outputs and results than those required. However, if numbers are different you should provide a full explanation of the reasons why in your application, otherwise you may be marked down

1. Please indicate the number of participants you will be supporting through this project from each equality and target group:

|  |  |  |  |
| --- | --- | --- | --- |
| **Target group** | **Female** | **Male** | **Total** |
| Total number of participants enrolled | no. | no. | no. |
| Long-term unemployed participants | no. | no. | no. |
| Economically inactive participants | no. | no. | no. |
| Women | no. | no. | no. |
| Older people (50 years and over) | no. | no. | no. |
| Ethnic minorities | no. | no. | no. |
| Disabled (Self-declared) | no. | no. | no. |
| Lone Parents | no. | no. | no. |

1. Please indicate the number of participants you will enrol and the outputs and results you will deliver throughout the lifetime of your project:

|  |  |
| --- | --- |
| **Output/result** | **Volume** |
| Number of *long-term unemployed* participants enrolled onto the project | no. |
| Number of *economically inactive* participants enrolled onto the project | no. |
| Number of participants receiving 6+ hours of support (IAG, job-search, mentoring, training) | no. |
| Number of participants completing work placements/volunteering | no. |
| Number of participants supported towards achieving a vocational qualification in the digital, media, tech and creative sectors | no. |
| Number of participants supported towards achieving a Level 2 (or below**\***) qualification | no. |
| Number of participants progressing into further education or training**\*\*** | no. |
| Number of participants progressing into employment**\*\*\*** in the in the digital, media, tech and creative sectors | no. |
| Number of participants progressing into employment \*\*\* in jobs that utilise digital, media, tech and creative applications in any sector | no. |
| Number of participants in sustained employment for 26 out of 32 weeks. | no. |

|  |  |
| --- | --- |
| ***\**** | *Including basic skills qualifications in literacy (English), numeracy (maths) or English as a second language (where English is not the participants ‘mother tongue’) at entry level or above* |
| ***\*\**** | *Persons who have received ESF support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving*” |
| ***\*\*\**** | *Persons who are employed (part-time, full-time, self-employment and Apprenticeship) working a minimum of 8 or more hours a week* |

1. Where you have applied to deliver more or fewer outputs and results than those required, please provide a full explanation of the reasons why below, otherwise you may be marked down.

**Maximum length of answer: 200 words**

|  |
| --- |
| Click here to enter text. |

* 1. **Delivery plan**

Please complete the project plan below, identifying all elements of your proposed project delivery, management and monitoring.

This table can be expanded if necessary. Please make sure the items listed in the delivery plan are consistent with the information provided in earlier sections. Indicate when you will deliver each element by entering the number of units to be delivered at the appropriate point in the chart.

**Please note** that the quarters referred to below are calendar quarters (Jan-Mar Q1, Apr-Jun Q2 etc.), NOT financial quarters.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **2019** | | | | **2020** | |
| **Activity** | **Partner(s) responsible** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** |
| **Example:** Steering group meetings | All | 1 | 1 | 1 | 1 | 1 | 1 |
| **Example:** Number of participants enrolled | All | 15 |  | 10 |  |  |  |
| Click here to enter text. | Click here to enter text. | no. | no. | no. | no. | no. | no. |
| Click here to enter text. | Click here to enter text. | no. | no. | no. | no. | no. | no. |
| Click here to enter text. | Click here to enter text. | no. | no. | no. | no. | no. | no. |
| Click here to enter text. | Click here to enter text. | no. | no. | no. | no. | no. | no. |
| Click here to enter text. | Click here to enter text. | no. | no. | no. | no. | no. | no. |
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| Click here to enter text. | Click here to enter text. | no. | no. | no. | no. | no. | no. |

* 1. **Please tell us about your participant engagement methods:**

**Guidance**

*Once you have identified your priority group it is crucial to be active in your recruitment of participants. Tell us how and from where you intend to recruit. This must be relevant to your priority group. Your answer should cover things like:*

* *Marketing (leafleting, posters, a website, word of mouth and/or open days);*
* *Taster sessions or community events*
* *Outreach activities*
* *Referrals from other community groups*

*Be specific about locations and provide named providers where applicable. Links to other organisations should be relevant to your priority group(s).*

**Maximum length of answer: 500 words**

**Maximum points available: 10/100**

|  |
| --- |
| Click here to enter text. |

* 1. **How will you assess the eligibility of participants and where will you signpost ineligible participants?**

**Guidance**

Refer back to the Application Prospectus and the London Councils Eligibility Guidance for participant eligibility requirements. Tell us where, when and how participant eligibility will be assessed. Where a potential participant is deemed not to meet the criteria, tell us where you will signpost to. Be specific about locations and provide named providers where applicable*.*

**Maximum length of answer: 250 words**

**Maximum points available: 5/100**

|  |
| --- |
| Click here to enter text. |

* 1. **Key stakeholder engagement and support**

The project must deliver a number of different activities to help support the local Digital, Media, Tech and Creative sectors - these activities will focus on getting local residents interested in the sectors and local opportunities; providing residents with the skills and qualifications required by the sectors and supporting residents into direct employment with local Digital Media/Tech employers.

**Maximum length of answer: 500 words**

**Maximum points available: 15/100**

1. Please detail how your project will:

* Target and engage employers in Hounslow and surrounding areas from the Digital, Media, Tech and Creative sectors
* Work with employers to offer work placements/volunteering opportunities for residents
* Work with employers to help participants move into and sustain in local employment opportunities

|  |
| --- |
| Click here to enter text. |

1. Please detail how your project will engage with key stakeholders e.g. colleges, training providers, borough employment services, Council services and Job Centre Plus.  Please detail how your project will:

* Target and engage key stakeholders in Hounslow
* Establish and maintain working relationships with key stakeholders

|  |
| --- |
| Click here to enter text. |

1. **Financial Expenditure**

An advance payment of up to 15 per cent of the total agreed grant will be made to the successful applicant once the funding agreement is signed with London Councils.

Further information on the evidence requirements for output and result payments to be claimed, will be included in a Project Handbook provided to successful applicants.

The project will be required to complete and provide evidence for each participant through an:

* Enrolment form
* Individual Needs Assessment
* Action Plan
* Completion of work placements/volunteering
* Qualification achievement
* Progression into further education or training
* Progression into employment
* Sustained employment for 26 out of 32 weeks

All payments on the London Councils ESF Borough Programme 2014-20 will be made based on the delivery, achievement and evidence of eligible outputs and results as outlined in the Application Prospectus.

|  |  |
| --- | --- |
| * 1. **How much grant are you requesting?** | **£** Amount |

* 1. **Please provide a breakdown of your expenditure using the tables below**

For guidance on eligible expenditure, please refer to the Application prospectus. Your costs below should add up to the total amount requested above.

Scorers will be checking that your calculations are correct. In addition, they will check that you have sufficient resources in place to ensure that the project can be delivered realistically (including number of participants, activities, number of participants securing/sustaining employment) and that value for money has been demonstrated. All project costs should be fully itemised.

There should be no items of ineligible expenditure (please refer to the Application prospectus).

**Maximum points available: 5/100**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Please estimate your ***‘Staff’*** project costs and provide brief details. | | | |
| **Item** | **Amount** | **Calculation** | **Organisation** |
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| 1. Please estimate your ***‘Participant’*** project costs and provide brief details. | | | |
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| 1. Please estimate your ***‘Other’*** project costs and provide brief details   ***Note:*** Indirect costs which are shared organisational costs e.g. rent, utilities, that cannot be connected directly to project activity and are difficult to attribute to the project may be claimed but must be apportioned appropriately. Indirect project costs cannot represent more than 15% of the proposed staff costs. | | | |
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* 1. **Please provide us with details of your delivery partners**

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| **Partner Name** | **Address** | **Role in the project (state number of participants, outputs and results)** | **Amount of funding** |
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1. **Cross Cutting Themes** 
   1. Please explain how you have embedded equality, diversity and inclusion at all stages within your project. You should include information about how you will ensure equal access to your project, any ways in which your project will celebrate diversity and a commitment to reducing inequality as stated in Hounslow Council’s Borough Plan.

You will need to demonstrate an understanding of the Equality Act 2010 in your answer.

**Maximum length of answer: 250 words**

**Maximum points available: Rated weak/average/strong**

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* 1. Please tell us about the practical steps you will take in order to raise awareness of and further the sustainable development principles of social, economic and environmental responsibility in the preparation, implementation, monitoring and evaluation of your project.

Sustainable development principles of social, economic and environmental organisational responsibilities are defined as development which provides:

* skills that businesses demand and require – now and in the future (support for the economy by expanding the labour market)
* opportunities to allow everyone to fulfil their potential (support for social justice)
* environmental protection and enhancement through the delivery of projects (support for the environment)

Organisations must demonstrate:

* a commitment to promoting sustainable development and complying with relevant UK and EU legislation
* a commitment to practical actions at the project level.

**Maximum length of answer: 250 words**

**Maximum points available: Rated weak/average/strong**

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1. **Referee Contact Details**

Please provide details for one referee who is available for contact up to four weeks after the closure of the application:

|  |  |
| --- | --- |
| Full name of referee | Click here to enter text. |
| Organisation | Click here to enter text. |
| Position in organisation | Click here to enter text. |
| Address for correspondence | Click here to enter text. |
|  | Click here to enter text. |
|  | Click here to enter text. |
| Postcode | Click here to enter text. |
| Telephone 1 | Click here to enter text. |
| Telephone 2 | Click here to enter text. |
| Email | Click here to enter text. |

London Councils will contact the named referee for an opinion on the skills and experience of your organisation in delivering the work you propose. We will also seek an opinion on the management of your organisation. It is therefore important that your referee is aware of your management structures and the work you do/have done.

**7 Submission of documents**

Your application cannot be considered unless you confirm and submit the following:

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| **A** | Have you completed all the questions? |  |
| **B** | Has the declaration been signed and dated by the person submitting the form? |  |
| **C** | Have you enclosed a copy of a signed and dated copy of your constitution or memorandum and articles of association |  |
| **D** | Have you enclosed a copy of your equal opportunities policy |  |
| **E** | Have you enclosed a copy of your sustainable development policy or statement confirming that one will be implemented by the end of the first year of delivery |  |
| **F** | Have you enclosed a copy of your health and safety policy |  |
| **G** | Have you enclosed a copy of your public liability insurance certificate (minimum cover £5 million) |  |
| **H** | Have you enclosed a copy of your employer's liability insurance certificate (minimum cover £10 million) |  |
| **I** | Have you enclosed a copy of your professional indemnity insurance certificate (minimum cover £2 million) |  |
| **J** | Have you enclosed a copy of your draft partnership agreements (where you intend to work in partnership) |  |
| **K** | Have you enclosed a copy of your structural chart of the partnership (if the project has delivery partners) |  |
| **L** | Have you enclosed a copy of your Data Protection Policy/Protocol |  |
| **M** | Have you enclosed a copy of your Complaints Policy |  |
| **N** | Have you enclosed a copy of your most recent signed audited accounts |  |
| **O** | Have you enclosed a copy of your current year budget and estimated next year budget? |  |
| **P** | Have you enclosed a copy of your completed Application Form |  |
| **Q** | **Have you printed and enclosed a copy of your signed application declaration** |  |

**PLEASE NOTE:**

Should your organisation be successful, you will need to provide your organisation’s child and adult safeguarding policies for London Councils approval. This is a condition of grant funding.

We are not permitted to consider any additional information received after the application deadline so please make sure that you have included all the required information and attachments.

If you are aware that submitting an application may give rise to a potential conflict of interest (for example you are related to a member of staff at London Councils or Hounslow Council) please inform London Councils by emailing [funding@londoncouncils.gov.uk](mailto:funding@londoncouncils.gov.uk).

London Councils is subject to the requirements of the Freedom of Information Act 2000. You should be aware that the information you submit may be subject to a request from the public and London Councils may be required to provide information to external parties.

The deadline for applications and any supporting documentation is **12noon, 26 October 2018.**

**Named Contact Person**

Please provide us with the name of the person we can contact for further information and to inform them of the outcome of the funding proposal

|  |  |
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| **Prefix (Mr, Mrs etc.)** | Click here to enter text. |
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| **First Name** | Click here to enter text. |
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| **Surname** | Click here to enter text. |
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| **Job Title (director, chief executive) or role in the organisation (chair, treasurer)** | Click here to enter text. |
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| **Daytime Telephone Number** | Click here to enter text. |
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| **Mobile number** | Click here to enter text. |
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| **Email address** | Click here to enter text. |

**Declaration**

Please read the declaration below and sign your agreement in the space below.

***A copy of this signed declaration must be printed, scanned and submitted as part of your application.***

* We confirm that the information in this form is correct. If a Borough Employment grant is awarded, it will only be used for the purpose given in this application and according to any conditions specified by London Councils.
* We have read and understood the information contained in the London Councils European Social Fund Borough Employment Programme 2014-2020 London Borough of Hounslow Application Prospectus.
* We agree to provide all additional documents required.
* We agree to London Councils undertaking a credit check as part of the application process.
* We understand that if a grant is awarded, the details of that grant may be subject to further contractual agreement.
* We confirm the proposed activity as detailed in this application is within the objectives of our organisations constitution.

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