London Councils
European Social Fund
Borough Employment Programme
2014-2020

London Borough of Enfield

Application Form

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

**Deadline for Applications: 12 noon, 29 March 2019**

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

**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 Enfield 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.

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 Enfield 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, 29 March 2019**. 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 17 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 the local community, so be clear about what activities you intend to deliver 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 17 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 . Your question and our response will be posted on the FAQs page. Please send your questions **before 22 March 2019** 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 ‘Enfield 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 Enfield 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. |
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| Postcode | Click here to enter text. |
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| Telephone Number | Click here to enter text. |
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| 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. |
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| 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 Enfield 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 Enfield 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 project most closely fits 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.**

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 what needs 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 250 WORDS) summary of your project**

Provide an outline of the project and how it will support Enfield residents into/towards jobs, particularly in the Meridian Water area of the borough.

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

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

Please tell us how you will use the funding to meet the specification. It is important that you cover the following points:

* justification for the project, including evidence from published research
* detailed description of the project - you MUST include:
* start and end date of project delivery
* the type of support, training and activities that will be delivered, and the anticipated number of participants to be supported in each activity
* the level (i.e. unaccredited, industry/trade certification/accreditation, Entry Level, Level 1, Level 2) of training that will be delivered
* frequency and length of sessions/interventions
* average number of hours each participant will spend on the project

Cover all the points above in a concise and clear format. Assessors will look at how well (i.e. fully, partially, not at all) your project description matches the Project Specification outlined in the Application Prospectus. Assessors will also determine if the project can realistically be delivered within the indicated timescales.

**Maximum length of answer: 1,000 words**

**Maximum points available: 15/100**

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| Click here to enter text. |

* 1. **Please provide information about staffing and location/s**

Professionals, such as tutors, must hold relevant qualifications for their subjects. If training is being provided by an external organisation(s), the organisation must be accredited to deliver that training.

Project activity must take place within the borough of Enfield. Specialist training sessions may take place outside of the borough, but this must be agreed with London Councils beforehand for a cost-value judgement to be made.

|  |
| --- |
| 1. Name(s) of the tutor(s), subject(s) to be taught, qualification(s) held; name of support or training organisation(s), support service(s) or subject(s) to be taught, registrations/accreditations held
 |
| Click here to enter text. |
| 1. The premises at which the activities will take place
 |
| Click here to enter text. |

* 1. **Please provide detailed information on how your project will help participants enter and sustain employment, or make meaningful progress towards employment**

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.

The project should provide tailored employment support that recognises each participant’s personal circumstances, strengths and barriers to employment. The aim is to support participants to achieve a positive outcome such as qualifications, further training and/or education and employment. In your answer you must detail:

* how you will keep participants engaged during the delivery of the project to support them in their progress
* other projects or services you will link up with in order to provide a holistic support offer
* what management oversight, and management information tools, you will implement to ensure participants are making progress and moving closer to the labour market

**Maximum length of answer: 500 words**

**Maximum points available: 15/100**

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

* 1. **What will the project do for participants who are not ready to progress into training or employment?**

Generally, participants should progress into employment or onto training. However, employment or training may not be appropriate for some participants, or they may simply not be ready.

It is a minimum expectation that participants will leave the project with an increased level of confidence that will enable them to undertake some self-guided activity once they leave the project and feel able to access other support services (statutory and/or non-statutory). In your answer you must detail:

* 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**

|  |
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| Click here to enter text. |

* 1. **How will the project maximise local labour market, sector and employer knowledge to broker sustainable employment opportunities for participants?**

Applicants need to demonstrate significant sector knowledge and a client-focused approach to deliver robust employment brokerage services, particularly for employers in and around the Meridian Water development.

Employment brokerage should be tailored to allow for multiple support and or/pathways into work for all participants, for example, Traineeships, Supported Internships, Apprenticeships, Inclusive Apprenticeships, Supported Employment. In your answer you must detail:

* the systems you have in place to undertake employer and trainer responsibilities to place apprentices with host employers
* how the project will support participants into, or closer to, the labour market through Traineeships and/or Supported Internships.

**Maximum length of answer: 250 words**

**Maximum points available: 10/100**

|  |
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| 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 person-centred employment support in Enfield, 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.

Give details of one current or recent (within the last three years) project of a similar design and purpose to that specified in the Enfield 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. borough services, colleges, training providers, JobCentre Plus etc.)

**Maximum length of answer: 250 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 Enfield’s residents. In your answer you must detail:

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

**Maximum length of answer: 250 words**

**Maximum points available: 10/100**

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

1. **Information about your intended target group(s)**
	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).

1. Please indicate the number of participants you will be supporting through this project from each 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. |
| 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/work trials (minimum 30 hours) | no. |
| Number of participants supported towards achieving basic skills\* | no. |
| Number of participants progressing into further education or training**\*\***  | no. |
| Number of participants progressing into employment (including self-employment) within 4 weeks of leaving\*\*\* | 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. **Delivery plan**

Please complete the project plan below, identifying all activities within your proposed project delivery, management and monitoring. Make sure the items listed in the delivery plan are consistent with the information provided in earlier sections. Indicate when you will deliver each activity by entering the number of units to be delivered in the appropriate quarter.

|  |  |  |
| --- | --- | --- |
| **Note:** quarters are calendar quarters (Jan-Mar Q1, Apr-Jun Q2 etc.), NOT financial quarters | **2019** | **2020** |
| **Activity** | **Partner(s) responsible** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** |
| **Example:** Number of participants enrolled | All | 15 |  | 10 |  |  |  |
| Click here to enter text. | Click here to enter text. | no. | no. | no. | no. | no. | no. |
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* 1. **Please tell us about your participant engagement methods:**

Tell us how and from where you intend to recruit. This must be relevant to your priority group(s). Your answer should cover:

* marketing (leafleting, posters, a website, word of mouth and/or open days);
* taster sessions or community events
* outreach activities
* referrals from other organisations

Be specific about locations and organisations; provide details of venues/organisations where outreach activities will take place.

**Maximum length of answer: 500 words**

**Maximum points available: 10/100**

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

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

Refer to the Application Prospectus and the London Councils Eligibility Guidance for participant eligibility requirements. Tell us how participant eligibility will be assessed and evidenced, particularly for participants that are economically inactive. Where a potential participant is deemed not to meet the criteria, tell us where you will signpost to (be specific about services and providers).

**Maximum length of answer: 250 words**

**Maximum points available: 5/100**

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

* 1. **Employer engagement and support**

The project must deliver several different activities to help support local employers, particularly in the Meridian Water area - these activities will focus on getting local residents into local jobs. Please detail how your project will:

* target and engage employers in Enfield, particularly the Meridian Water area
* work with employers to offer work placements, volunteering opportunities, Traineeships, Supported Internships, Inclusive Apprenticeships and Apprenticeships for residents
* work with employers to help participants move into local jobs with prospects
* support primary developers in the Meridian Water area to meet planning obligations and deliver positive community impact (see [S106 Supplementary Planning Document](https://new.enfield.gov.uk/services/planning/s106-supplementary-planning-planning.pdf))

**Maximum length of answer: 500 words**

**Maximum points available: 15/100**

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| 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 will be included in a Project Handbook.

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

* Enrolment form
* Individual Needs Assessment
* Action Plan
* Work placement/volunteering log
* Qualification achievement record
* Progression into further education or training confirmation
* Progression into employment confirmation
* Sustained employment for 26 out of 32 weeks confirmation

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 enough resources in place to deliver the project and that value for money has been demonstrated. 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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| Click here to enter text. | £ amount | Click here to enter text. | Click here to enter text. |
| **TOTAL COST:** | £ amount |

|  |
| --- |
| 1. Please estimate your ***‘Participant’*** project costs and provide brief details.
 |
| **Item** | **Amount** | **Calculation** | **Organisation** |
| Click here to enter text. | £ amount | Click here to enter text. | Click here to enter text. |
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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. |
| **Item** | **Amount** | **Calculation** | **Organisation** |
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| **TOTAL COST:** | £ amount |

* 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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| **TOTAL COST:** | £ amount |

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.

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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| Click here to enter text. |

* 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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| Click here to enter text. |

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:

|  |  |
| --- | --- |
| **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 Enfield Council) please inform London Councils by emailing 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 **12 noon, 29 March 2019.**

**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. |
|  |  |
| **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 Enfield 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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