

Highland Council on behalf of the

Highland Employability Partnership

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Innovation Challenge Fund

2022-23

**Application Form**



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**INNOVATION CHALLENGE FUND 2022-23**

**APPLICATION FORM**

It is essential that you read the guidelines for this scheme before you complete this application form. This fund is open to public sector and constituted third-sector organisations, delivering employability services to people living in the Highland Council area, to apply for funds of between £10,000 and £50,000.

**About your organisation**

|  |  |
| --- | --- |
| Name of the organisation |  |
| Address |  |
| Website and social media | Website |  |
| Twitter |  |
| Facebook |  |
| Instagram |  |
| Other |  |
| Main contact for the application | Name |  |
| Position  |  |
| Address |  |
| Phone |  |
| Email |  |
| Does the main contact have any communication needs? | Yes [ ]  No [ ]  |
| If yes above, please let us know how we can assist. |  |
| Does the organisation have a constitution? | Yes [ ]  No [ ]  |
| Have you enclosed a copy of the constitution? | Yes [ ]  No [ ]  |
| Are there Highland Council Elected Members or Officers on or attending your Management Committee or Board? (*Please note that this will not affect your application).* | Yes [ ]  No [ ]  |
| If yes above, please give details |  |

**Section 1: The project**

|  |  |  |
| --- | --- | --- |
| **1.1** | Project Name |  |
| **1.2** | Will the project engage with people for whom disability is a significant employability barrier? | Yes [ ]  No [ ]  |
| **1.3** | Will the project engage with people with protected characteristics to enhance participation in employability services and / or employment? | Yes [ ]  No [ ]  |
| **1.4** | Will the project engage with working parents seeking to up-skill and develop a career path?  | Yes [ ]  No [ ]  |
| **1.5** | Project start date (must be before 31st January 2023) |  |
| **1.6** | Project end date (must be substantially completed or legally committed by 30th March 2023 and fully completed by 30th June 2023) |  |
| **1.7** | Does the organisation have an operational base within Highland?  | Yes [ ]  No [ ]  |
| **1.8** | If so, can you tell us where this is? |  |
| **1.9** | Please tell us in which area(s) of the Highland Council you will deliver the project |
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|  |  |
| --- | --- |
| North Highland (Caithness, Sutherland) | Yes [ ]  |
| West Highland (Skye, Lochalsh, Lochaber, Wester Ross) | Yes [ ]  |
| Inner Moray Firth (Easter Ross, Mid Ross, Inverness, Nairn, Nairnshire, Badenoch and Strathspey) | Yes [ ]  |

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| **1.10** | Please tell us as succinctly as you can what you will do with the funding? (Max 500 words) |
|  |
| **1.11** | How do you know there is a need for this project and detail how your activity will address this local need? |
|  |
| **1.12** | Demonstrate how do you intend to incorporate partnership working in the design and/or delivery of this project. |
|  |
| **1.13** | How many people are expected to benefit from the project? |
|  |
| **1.14** | What do you hope to achieve as a result of this project for the people benefitting and how do you propose to evidence impact? |
|  |
| **1.15** | What do you hope to achieve as a result of this project for the communities benefitting and how do you propose to evidence impact? |
|  |
| **1.16** | How will you ensure that you reach out to as many people in your community as possible and that everyone will have an equal opportunity to benefit from the project? |
|  |
| **1.17** | If you intend to engage with people for whom disability is a significant barrier, please tell us how you will do this? |
|  |
| **1.18** | What are the key challenges you foresee in the delivery of the project and how will you overcome these? |
|  |
| **1.19** | How will you ensure that people engaged with this project are signposted to the relevant services to help them on their employability journey? |
|  |
| **1.20** | Anything else you would like to tell us about the proposed project? |
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**Section 2: Innovation**

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| --- | --- |
| **2.1** | Describe the innovative element to the project. |
|  |
| **2.2** | Demonstrate how the activity adds value and does not substitute for, or displace, services which are currently available. |
|  |
| **2.3** | If successful, have you thought about how the project or elements of it will be sustained beyond the lifetime of this funding? |
|  |

**Section 3: Ability to deliver**

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| --- | --- |
| **3.1** | Who will be delivering the project? |
|  |
| **3.2** | What skills, knowledge and experience will they bring to delivering the project? |
|  |
| **3.3** | Please give an example or examples of similar projects that the organisation has successfully delivered. |
|  |
| **3.4** | Please describe your ability to gather and present evidence for project reporting purposes. |
|  |
| **3.5** | Can you describe the experience your organisation has in handling personal data in accordance with data protection legislation? |
|  |
| **3.6** | Can you describe the experience your organisation has in working with other services to ensure the best outcome for the people you work with? |
|  |

**Section 4: Budget**

|  |  |
| --- | --- |
| **4.1** | Please provide a breakdown of each proposed item of expenditure and all proposed sources of income. The total expenditure and total income should add up to the same amount. The income column should start with the funding requested from this scheme.  |
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| --- | --- |
| **Expenditure** | **Income** |
| **Item** | **£** | **Source** | **£** |
|  |  | Funding request |  |
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|  |  |  |  |
| **Total Exp.** | **£** | **Total Inc.** | **£** |

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| **4.2** | Does the project involve payment of wages or fees? | Yes [ ]  No [ ]  |
| **4.3** | If yes above, will this be at the Scottish Living Wage (currently £9.90 per hour) or above | Yes [ ]  No [ ]  |
| **4.4** | Can you confirm that none of the 20% match funding element is cash contributed by Highland Council, the Scottish Government or the European Social Fund. | Yes [ ]  No [ ]  |
| **4.5** | Can you outline how the match funding of up to 20% will be sourced? |
|  |
| **4.6** | What steps have you taken to ensure that proposed costs have been minimised? |
|  |
| **4.7** | How will you demonstrate value for money and ensure that funds are managed and used efficiently, effectively and economically? |
|  |

**Checklist & Declaration**

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| --- |
| As well as this form, please confirm that you have submitted the following |
| **All applicants** |  |
| Most recent annual report | Yes [ ]  No [ ]  |
| Child protection and / or Safeguarding policy  | Yes [ ]  No [ ]  |
| Equal opportunities policy or statement | Yes [ ]  No [ ]  |
| **Third sector organisations only** |  |
| Constitution or Memorandum and Articles of Association | Yes [ ]  No [ ]  |
| Most recent annual accounts | Yes [ ]  No [ ]  |
| A bank statement to prove that the organisation has an active UK bank account at the time of application  | Yes [ ]  No [ ]  |
| A list of committee members of trustees | Yes [ ]  No [ ]  |
| **Public sector organisations only** |  |
| A copy of the most recent Corporate Plan | Yes [ ]  No [ ]  |

We confirm that we are authorised to submit this application on behalf of the organisation named at question 1.1

We undertake to ensure that all the necessary enclosures are included, that the information is, to the best of our knowledge, accurate.

The data you have provided in the application and claim forms will be recorded on an electronic data base and are subject to the provisions of the Freedom of Information Act (Scotland) Act 2002, the Data Protection Act 1998.

Privacy information relating to this funding scheme can be found on the Highland Council website [here.](https://www.highland.gov.uk/directory_record/1831004/employability_grant)

Please provide 2 signatures. Signatory 1 should be a person authorised to sign on behalf of the organisation and signatory 2 should be the person who has filled out the form. If these two people are the same, signatory 2 should be another member of your organisation authorised to sign off on behalf of the organisation.

**Signatory 1**

|  |  |  |
| --- | --- | --- |
| *Print Name:* | *Signature:* | *Date:* |
| *Role in Organisation* |  |

**Signatory 2**

|  |  |  |
| --- | --- | --- |
| *Print Name:* | *Signature:* | *Date:* |
| *Role in Organisation* |  |

**Completed applications and documentation should be emailed to** **employability@highland.gov.uk** **by 5pm on Monday 24th October 2022.**