

Highland Council on behalf of the

Highland Employability Partnership



Community Engagement

Challenge Fund

2022-23

**Application Form**





**COMMUNITY ENGAGEMENT 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 Highland based, constituted community organisations to apply for funding of between £2,500 and £10,000.

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| **About your organisation** |

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| --- | --- |
| Name of the organisation |  |
| Address |  |
| Is this the primary base? | Yes [ ]  No [ ]  |
| 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 |  |

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| **Section 1: The Project** |

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| --- | --- | --- |
| **1.1** | Project Name |  |
| **1.2** | Will the project engage with people in your community who wish to work but are currently not in employment or engaged with employability support? | Yes [ ]  No [ ]  |
| **1.3** | Will the project engage with people for whom disability is a significant employability barrier? | Yes [ ]  No [ ]  |
| **1.4** | Will the project engage with working parents seeking to up-skill and develop a career path? | Yes [ ]  No [ ]  |
| **1.4** | Project start date (must be before 31st January 2023) |  |
| **1.5** | Project end date (must be before 31st March 2023) |  |
| **1.6** | Please tell us in which area 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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| **1.7** | Please tell us as succinctly as you can what you will do with the funding? (Max 500 words) |
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| **1.8** | How many people will benefit from the project? |
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| **1.9** | What do you hope to achieve as a result of this project for the people involved? |
|  |
| **1.10** | How do you know that there is a need for this project in your community? |
|  |
| **1.11** | 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? |
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| **1.12** | If you intend to engage with people for whom disability is a significant barrier, please tell us how you will do this? |
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| **1.13** | What are the key challenges you foresee in the delivery of the project and how will you overcome these? |
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| **1.14** | How will you ensure that people engaged with this project are signposted to the relevant services to help them on their employability journey? |
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| **1.15** | 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.? |
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| **2.2** | If successful, have you thought about how the project or elements of it will be sustained beyond the lifetime of this funding? |
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| **Section 3: Ability to deliver** |

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| **3.1** | Who will be delivering the project? |
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| **3.2** | What skills, knowledge and experience will they bring to delivering the project? |
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| **3.3** | Please give an example or examples of similar projects that the organisation has successfully delivered. |
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| **3.4** | Please describe your ability to gather and present evidence for project reporting purposes. |
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| **3.5** | Can you describe the experience your organisation has in handling personal data in accordance with data protection legislation? |
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| **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? |
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| **Section 4: Budget**  |

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| **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 ensure that funds are managed and used effectively? |
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**Checklist & Declaration**

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| As well as this form, please confirm that you have submitted the following |
| Constitution or Memorandum and Articles of Association | Yes [ ]  No [ ]  |
| Evidence that the primary base of your organisation is within the Highland Council area | Yes [ ]  No [ ]  |
| Most recent annual accounts or if not available, the last 3 bank statements | Yes [ ]  No [ ]  |
| A bank statement to prove that the organisation has an active UK bank account at the time of application | Yes [ ]  No [ ]  |
| Child protection and / or Safeguarding policy if relevant | Yes [ ]  No [ ]  |
| Equal opportunities policy or statement | 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 the Chairperson 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’s committee.

**Signatory 1**

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| --- | --- | --- |
| *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.**