Highland Multiply Challenge Fund 2022/23

# **Application Form**

**You are required to complete the application form below and also complete the financial and outputs annex (excel spreadsheet). Both documents are required to be submitted by 13th March 2023, 10am.**

## **Section 1 – Contact details**

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| **Project name** |  |
| **Lead Partner Organisation** |  |
| **Contact Name** |  |
| **Contact Address** |  |
| **Position in Organisation** |  |
| **Contact Number** |  |
| **Contact Email** |  |

## **Section 2 – Project Information**

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| **2.1 Project Summary (no more than 100 words) which may be used for publicity purposes**  Please summarise what you are trying to achieve, who will benefit and how you will do this including the project timeframe. |
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| **2.2 Which multiply intervention/s are you seeking to support (please tick group and lead intervention - refer to Table A, page 6 of the guidance) A project may target more than one intervention.** | | |
| **Group** | **Intervention (please see Table A of Guidance for full descriptions)** | **Tick** |
| **One** | S42: Courses designed to increase confidence with numbers |  |
| S43: Courses for parents wanting to increase numeracy skills |  |
| S49: Courses designed to help people use numeracy to manage money |  |
| **Two** | S44: Courses for prisoners, those recently released or on temporary licence |  |
| **Three** | S45: Courses aimed at people who can’t apply for certain jobs because of lack of numeracy |  |
| S47: Innovative programmes delivered with employers |  |

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| **2.3 Project Delivery Timeframe: (please tick one as appropriate)** | | |
|  | **Option** | **Tick** |
| A | A short, discrete project to be fully completed by 31st December – up to 9 months (however can be shorter). Grant funding available per project is within the range £5000 to £50,000 |  |
| B | A longer (must be at least 12 months)– 2 stage project whereby stage 1 will run to 31st December 2023 and stage 2 can extend through to 31st December 2024 subject to satisfactory progress during stage 1. Grant funding per project in the range of £5000 to £125,000 |  |
| **When will your project start and finish? Please provide actual dates noting the options A & B above.** | | |
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| **2.4 Please provide a brief project outline by responding to questions/ issues** |
| **2.4.1 Who is this project aiming to help and why? (200 words max)** |
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| **2.4.2 What will be delivered: how, where, when and by whom? - give details on any and all partners involved (400 words max)** |
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| **2.4.3 Any risks or challenges anticipated in achieving this – and how you intend to address these? (200 words max)** |
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| **2.4.4 Please explain how you would find clients/ reach people /employers, particularly the hard to reach, whether due to geographic isolation, confidence or other socio-economic factors? (100 words max)** |
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| **2.4.5 Outputs: You are required to complete the Output work sheet in Annex A (Excel spreadsheet). Please summarise how you established the anticipated number of participants and courses (max 100 words)** |
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| **2.4.6 How the activity will engage with other elements of the employability and/or numeracy pathway in Highland? i.e. How would you envisage working with other delivery partners in ensuring the progression of numeracy skills for the individuals you are supporting? (100 words max)** |
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| **2.4.7 What past experience and expertise do you have for delivering this project? (100 words max)** |
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| **2.5 How will you capture, reflect on and share the impact of the project and any lessons learnt** |
| **2.5.1 Capturing and recording impact and lessons learnt (150 words max)** |
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| **2.5.2 Plans for reflecting on findings and sharing them both internally and with others (150 words max)** |
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| **2.6 In which locality(ies) do you intend to operate or deliver services? (Please tick to indicate)** | | | |
| Highland-wide (please only tick Highland wide if your project is actually delivering in all Highland Communities) | | | |
| Caithness |  | Easter Ross |  |
| Sutherland |  | Mid Ross |  |
| Skye |  | Inverness |  |
| Lochalsh |  | Nairn |  |
| Wester Ross |  | Nairnshire |  |
|  | | Badenoch and Strathspey |  |

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| **2.7 Do you receive funding from Highland Council for any other employability activity? If yes, please provide details below.** |
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| **2.7.1 Do you receive funding from other public bodies for any other activity? If yes, please provide details below.** |
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## **Section 3 – Budget Outline**

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| **3.1 Please complete the financial annex (excel sheet) with costs. If you have any other commentary regarding the costs, please provide this below.** |
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| **3.2 If you have any match funding for this project, please provide details below i.e the Source and purpose of the match funding** |
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## **Section 4 – Certification**

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| ***To be completed by applicant***  **I have read and agree to comply with the details of this fund and confirm the information given in this application is correct.**  **I confirm I have the required authorisation to sign and submit this application on behalf of the applicant organisation.**  **(Electronic Signature with confirmation email is acceptable)** | |
| **Name** |  |
| **Job Title** |  |
| **Signature** |  |
| **Date** |  |

Please also provide a copy of the following documents:

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| * Constitution or other governing document |  |
| * Recent bank statement (within last 3 months) |  |
| * Public liability insurance certificate |  |
| * Latest annual accounts |  |
| * Any other relevant policies/documents (state below) |  |

## **Section 5 – Application submission**

Please complete and return the completed application form to;

* [**employability.finance@highland.gov.uk**](mailto:employability.finance@highland.gov.uk)
* by the deadline date of **Monday 13th March 2023 at 10:00**

Any questions, observations or concerns should be submitted to the above e-mail by 25th February 2023 and Highland Council reserves the right to provide copies of any questions and responses to all parties expressing an interest in line with our policies of openness in this process. The identity of the enquirer or contact will not be disclosed. These will be also summarised at the proposed briefing session to be held on 28th February 2023.