**Young Person’s Guarantee Employability funding - Supporting 16 to 24 year olds in Midlothian.**

**Fund Value £600,000**

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| For Official Use only  **Name of Organisation** |  |  |

**Some important information before your start**

* The closing date for application is **3rd September 2021**
* Please ensure you answer all of the questions and read the guidance note
* If you have downloaded this form or received it by email, you can type directly into it and save your answers. Please remember that you need to save the form to your own computer first
* The completed application form and supporting documentation should be emailed to [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk)

### ****Important: please follow this advice to reduce the risks of sending personal information by email:****

• Do not use a shared device to send your email

• Do not use an unsecured or public WiFi network to send your email

• Before sending, double check the email address you are sending to is: [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk)

* After sending, delete your personal documents from your sent email.
* You will receive confirmation of receipt of your application by e-mail
* Please use the checklist to ensure that you have included the required additional information and agree with the grant conditions.

**Any questions?**

Look at the **Website** [www.midlothian.gov.uk/funding](http://www.midlothian.gov.uk/funding)

**Email** [grants@midlothian.gov.uk](mailto:grants@midlothian.gov.uk)

🕿 07880279937

**YOUR APPLICATION**

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| **Name of organisation:** |  |
| **Name of main contact:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |  |

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| **What type of organisation are you?** | |  |
| **Constituted group (including sports clubs)** | *League/governance body Reg. or Affiliation no. if applicable:* |  |
| **Registered Charity** | *Charity number* |  |
| **Company Ltd by Guarantee** | *Company number* |  |
| **Community Interest Company Limited by Guarantee (CIC)** |  |  |
| **Community Council** |  |  |
| **Public Body** |  |  |
| **Private Sector Employability Provider** | *Company number* |  |
| **Other** |  |  |

**Which objectives and milestones will this project address from the Young Person’s Guarantee Criteria and Guidance? (Please use exact wording from the criteria guidance).**

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| **Q1. Where will the project take place?** |  | |
| **When will the project start and finish?** | **Start** |  |
| **Finish** |  |
| **How many people will benefit from this project or activity? *(for example are involved in or participate in)*** |  | |
| **Who is your intended beneficiary group/s? (Only 16 to 24 year olds or providers in terms of capacity building.)** |  | |

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| **Q2. Briefly describe what you would like us to fund and tell us how you will be able to set up and deliver this in a 6 month period Oct 21 to March 22. (250 words max)** |
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| **Q3. Tell us more specifically about the differences the project will make and how you will know that you have achieved these outcomes.** | | |
| **Outputs**  *What specific activities will you deliver?* | **Outcomes**  *What difference will these activities make?* | **Monitoring, Tracking and Evaluation**  *How will you know you have made a difference? How will you track participant data?* |
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| **Q4. Why this funding is needed? (please remember to include evidence of local need) (500 words max)** |
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| **Q5. Tell us about the organisations or projects you will or are working in partnership with to deliver this project? (Partnership working is actively encouraged). (250 words max)** |
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| **Q6. Please outline the experience your organisation has to carry out this work including the skills and expertise of staff, management and board members (150 words max).** |
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| **Q7. What practical steps will you take to make your project accessible to those from protected characteristic groups or to specific groups identified in Midlothian?** |
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**PROJECT COSTS**

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| **Q8. Please provide a detailed breakdown of the costs of this project. £10,000 and above** |  |

| **Cost Headings** | **Please tick you have checked these costs are eligible as per guidance** | **Costs for October 2021 to March 2022**  **£** | **TOTAL**  **£** |
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| **TOTAL COSTS APPLIED FOR** |  |  |  |
| **TOTAL COST OF PROJECT** |  |  |  |

**DECLARATION**

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| Please note that, if you provide false or incomplete or misleading or misrepresenting or inaccurate information in your application or if at any point in the life of any grant awarded fraud is identified, the Council may hold you liable and will be entitled to stop any further scheduled payment under the grant agreement as well as provide your details to relevant fraud prevention agencies.  The Council may use the information you have provided on your application form during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes.  The Council may give copies of all or some of this information to individuals and organisations we seek advice from when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other local authorities or organisations involved in delivering the project.  The Council may share information with organisations and individuals with a legitimate interest in Midlothian Council Grant Scheme applications and grants or specific funding programmes. The Council recognise the need to maintain confidentiality and details will not be made public in any way, except as required by law.  The Freedom of Information Act 2000 gives members of the public the right to request any information that the Council hold. This includes information received from third parties such as, although not limited to; grant applicants, grant holders, service providers or contractors and people making a complaint. If information is requested under the Freedom of Information Act, the Council will release it subject to exemptions, although we may choose to consult with you prior to the release of the information. On completion and submission of this form you confirm that you understand the Council’s obligations under the Data Protection Act 2018, the Freedom of Information Act 2000 and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.  We confirm that the information contained in this application is to the best of our knowledge true and accurate, that the application complies with the Conditions of Grant and that we will comply with the terms and conditions of Grant. Failure to abide by conditions may result in organisations having to repay their grant and could affect future funding applications. |

**I confirm that I am authorised to submit this application on behalf of:**

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| **Name of Organisation:** |  |

And that the required policy, procedures, insurance and legal documentations as indicated on the next page are in place and we will work together with the Council to sign a Service Level Agreement to finalise the grant award.

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| **Print Name** |  |  | **Witness Name** |  |
| **Signature** |  |  | **Signature** |  |
| **Position in Organisation** |  |  | **Date** |  |
| **Date** |  |  |  |  |

**CHECKLIST**

**The closing date for applications is 3rd September 2021.**

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| **Please tick to ensure that you have enclosed the following information and agree with the grant conditions:** | |
|  | Copy of most recent constitution or Memorandum and Articles (if you currently hold a Midlothian Council grant, you do not need to send this again unless it has been changed). |
|  | Statement of Accounts, which have been externally verified; Or copy of last three months’ bank statements if your organisation has been established for less than 12 months. In this instance, please also give an estimate of first year’s income and expenditure. |
|  | Evidence of public or private organisational status |
|  | Copy of relevant insurance/indemnity policy. |
|  | Any documentary evidence that is required to support your application (research, reports, etc.). |
|  | Draft or outline job description(s), if funding is required for staff. |

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|  | If successful, you may be asked to provide copies of appropriate organisational policies/procedures i.e. Adult and Child Protection policies and disclosures, equal opportunities, data protection policies etc.  **Please tick to confirm that you have these in place. You should not provide these at this stage.** |

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|  | I have read the conditions for this application and can confirm my organisation meets the criteria for the grant. Please note that the Council will not fund activities that promote religion (or no belief). |
|  | The declaration on the previous page has been signed. If you submit you application by e-mail and are able to include an electronic signature please do so, alternatively type your name. If your application is successful your signature will be required at the offer of grant stage. |

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* After sending, delete your personal documents from your sent email.