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| For Official Use only  **Name of Organisation** |  | |
| For Official Use only  **Eligibility/Client Category Group** (please tick **one** category per application) | Young person aged 24 and under |  |
| Person aged 25 – 67-year-olds experiencing barriers to employment |  |
|  | Priority Families with children in relative poverty |  |

**Some important information before your start**

* The closing date for applications is **23:59 on the 1st March 2024**. **Late applications will not be considered.**
* Please ensure you read the **guidance notes** before you answer all the questions.
* Please note word count on each question, so be concise in your answers.
* Please ensure all answers are in relevant boxes as you will be scored on each individual question and not on an overall application.
* Please use the checklist to ensure that you have included the required additional information and agree with the grant conditions.
* 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
* You will receive confirmation of receipt of your application by e-mail.

**Any questions?**

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

**Email** 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* |  |
| **Any other organisation with legal status (provide details)** |  |  |
| **Other** |  |  |

**Q1. Which objectives and milestones will this project address from the Criteria and Guidance? (Please tick all that are relevant).**

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| **Objectives:**   |  |  | | --- | --- | | Utilise the resource flexibly to deliver employability support in Scotland for eligible people aged 16 to 67 years who need additional support to move towards achieving sustainable outcomes. |  | | To reduce levels of child poverty by supporting parents from the priority family groups to increase their income from employment. |  | | Provide a range of support that allows local partnerships to align this support with other employability programmes, including the UK Government’s job placement programmes. |  | | Utilise available data to identify those most in need and to prevent and reduce the number of people becoming or remaining unemployed or inactive. |  | | Support more people to participate in good quality external employability programmes. |  | | Support people to participate in good quality external formal volunteering opportunities. |  | | Support people to access employment opportunities with employers. |  | | Increase the number of people engaged in learning and skills development. |  | | Increase the number of people achieving qualifications. |  | | Utilise the knowledge and expertise of local employability partners, including third sector organisations, to design and deliver pre-employment support. |  | | Reduce levels of in-work poverty and support the career progression of people. |  | | Provide targeted support to disabled people, helping to reduce the Disability Employment Gap. |  | | Support inclusive sustainable outcomes by helping to tackle inequalities within the labour market. |  | | Provide up-to-date and relevant information to eligible individuals and employers seeking to access the support provided by the funding. |  |   **Milestones** (please tick which ones you will use to evidence the success of your project).   |  |  | | --- | --- | | The number of people engaging with employability support and training through the local authority, broken down into age groups and by protected |  | | characteristics identified in line with local need. |  | | The progression of people towards education, training, or employment. |  | | The number of people taking part in employment opportunities supported by the Employability funding. |  | | The number of people achieving sustainable outcome |  | | The number of parents achieving in-work progression |  | |

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| **Q2. Where will the project take place? (venue details, please note geographic areas of need receive higher priority)** |  | |
| **What dates will the project start and finish?** | **Start** |  |
| **Finish** |  |
| **How will you plan for the ending of this project/grant?** |  | |
| **How many people will realistically participate in this project or activity? *(for example, the number who are involved or participate)*** |  | |
| **Who is your intended beneficiary group?** Please remember you can only choose one intended beneficiary grouping | |  |  |  | | --- | --- | --- | | 25+ | Parents | Young People | | |
| **Please state any specific groups of individuals you plan on targeting.** (For example, women, people with disabilities and/or equality groups) |  | |

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| **Q3. Clearly and briefly describe what you would like us to fund, tell us how you will be able to set up and deliver your project by the end of March 2025 (or later if you are asking for additional time). (500 words max, please read guidance)** |
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| **Q4. 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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| **Q5. Why is this project needed? (please remember to include evidence of local need, see guidance for support) (500 words max)** |
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| **Q6. Tell us about the organisations or projects you will or are working in partnership with to deliver this project and how they will support this? (Partnership working is actively encouraged and prioritised)**  **encouraged). (250 words max)** |
| **ee** |

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| **Q7. Please outline the experience your organisation has to carry out this work including the skills and expertise of staff, management and board members and the resources you have available to deliver the project activities (250 words max).** |
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| **Q8. What practical and proactive steps will you take to make your project accessible to those from protected characteristic groups or to specific groups identified in Midlothian? (250 words max)** |
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**PROJECT COSTS**

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| --- | --- | --- | --- |
| **Q9. Please provide below a detailed breakdown of the costs of this project. (Maximum amount of £65,000) and detail how the costs have been estimated/determined. Please double check your totals and eligibility before submission. (Please see guidance)** | | |  |
| **We may be able to fund a small number of projects for more than 12 months for those who need more intensive work. Are you applying for more than 12 months?** | | |  |
| Yes | No | How long will your project last? |  |

| **Cost Headings** | **Please tick you have checked these costs are eligible as per guidance** | **Costs for April 2024 to March 2025**  **£** | **Additional costings for 12 months plus**  **£** |
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| **TOTAL COSTS APPLIED FOR** |  |  |  |
| **TOTAL COST OF PROJECT** |  |  |  |

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| **Q10. How do you intend to cover any unexpected costs which might arise? (max 250 words)** |
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| **Q11. Is your organisation currently in receipt of any other income from Midlothian Council or awaiting the result of an application?**  YES NO | | | |
| If **YES**, please specify which Council service you are funded from or have applied from, what you deliver for that funding and how much funding is committed for the period. | | | |
| Council service funded from/applied for | What you deliver for the funding | Breakdown of funding per year | |
|  |  | **2024/25** |  |
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| **Q12. Tell us about any match funding you have secured or have applied for below** | | | |
| **Who is providing the**  **funding?** | **Is this already secured? If**  **not when will you know?** | **Breakdown of match funding per year** | |
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| **Q13. What steps will you take to minimise fraud?** |
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| **Q14.**  **Do you consider that any of your activities come under the scope of subsidy control?**  **Yes No**  **How do you intend to cover any unexpected costs which might arise?**  **How do you intend to cover any unexpected costs which might arise?**  **Please tell us why this does or does not come under subsidy control.**  Further information: [UK subsidy control regime - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/subsidy-control-regime) |

**DECLARATION**

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| Please note that, if you provide false, incomplete, misleading, 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.  Midlothian 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. Please see our Privacy Notice [Privacy policy | Midlothian Council Privacy Policy](https://www.midlothian.gov.uk/downloads/file/2811/midlothian_council_privacy_policy)  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 (Scotland) Act 2002 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 (Scotland) Act 2002 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.  We will comply with the terms and conditions of the Grant and acknowledge that failure to abide by the conditions may result in our organisation having to repay the grant and could affect future funding applications.  We understand that grant funding of this type may be subject to certain restrictions under the Trade and Corporation Agreement (TCA) and the Subsidy Control Act 2022, and we may be asked to sign a declaration regarding eligibility to receive grant funding under this scheme. |

**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 23:59 on the 1st March 2024. Late applications will not be considered.**

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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 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.** |
|  | If your application is successful you will need to adhere to strict monitoring and reporting as determined by Midlothian Council which will form part of the grant offer. Please confirm that your organisation will be able to provide appropriate data in a timely manner. |
|  | I agree that I will meet the branding requirements of NOLB and Midlothian Council in all publicity, documentation, campaigns, and social media. |

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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. |

**Reminder, please return completed forms and supporting documents to:**

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