



Funded by  
UK Government

# Highland Green Skills Challenge Fund



The Highland  
Council  
Comhairle na  
Gàidhealtachd

## Application Form

## SKILLS

### Section i – Contact details

Lead Applicant Business:					
Business Name			Address		
Tel number			Town		
Mobile			Postcode		
e-mail			Website		
UTR (HMRC ref)			Ltd company no or N/A		
VAT status	Yes	<input type="checkbox"/>	Reg		
	No	<input type="checkbox"/>	n/a		
Employees	Worldwide			Based Highland	
Business structure - tick	Sole trader	<input type="checkbox"/>	Social enterprise		
	Partnership	<input type="checkbox"/>	Other – Describe		
	Limited company	<input type="checkbox"/>			
We confirm that we and partners, apart from trainer, where applicable, are a small/ micro enterprise in line with standard definitions *				Yes	
				No	
* Small/ micro-business	Turnover or balance sheet total - less than or equal to €10 million			Headcount less than 50	

### Section ii – Project location & partners

<b>Project title:</b>				Anticipated no of trainees	
<b>Contact name:</b>					
<b>Email address:</b>					
<b>Contact telephone:</b>					
<b>Partners in project</b> (please name) if more than six please summarise on page 4					
<b>Companies/ beneficiaries in addition to lead applicant</b>	Number in consortia				
	All classed as Small/ micro *	Yes	No	If no – please summarise on page 4 the mix for consideration.	
<b>Training provider</b>	Organisation				Highland base - if planned comment on page 4.
	Contact				
	e-mail/ tele			Yes	No
	Location				To develop
<b>In which locality(ies) do you intend to operate or deliver services? (Please tick)</b>					
Highland-wide					
Badenoch and Strathspey		Easter Ross		Lochaber	Nairn
Caithness		Mid Ross		Lochalsh	Nairnshire
Inverness		Wester Ross		Skye & Raasay	Sutherland

## Section iii – Project Outline

	<b>Project Delivery Timeframe: (please tick as appropriate)</b>
	To conclude 31 <sup>st</sup> March 2024
	For delivery by February 2025 – subject to performance to March 2024 *

\* Note – initial contract will be agreed to 31<sup>st</sup> March 2024 – extendable in line with performance.

### Please provide a brief project outline by responding to questions/ issue suggested. (50 – 150 words)

Question/issue	Outline.
<ul style="list-style-type: none"> <li>Who is this project aiming to help and why?</li> <li>What will be delivered: how, where, when and by whom (give details on any and all partners involved)</li> <li>Any risks or challenges anticipated in achieving this – and how you intend to address these</li> <li>How the activity will engage with other elements of the commercial and third sector support network in Highland.</li> </ul>	

### Please provide commentary on the skills outcomes and accreditation the project aims to support and evidence of need. (See Appendix 1) (50 – 150 words)

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### How will you capture, reflect on, and share the impact of the project and any lesson's learned? Suggestions for comment below. (50 – 150 words)

<ul style="list-style-type: none"> <li>- Capturing and recording impact and lessons learned.</li> <li>- How established anticipated no. of registrations, positive progressions, &amp; forecast outcomes</li> <li>- Qualitative approaches to learning and measuring impact</li> <li>- Plans for reflecting on findings and sharing them both internally and with others</li> </ul>

## Section iv Track Record and experience

<b>What past experience and expertise does the trainer proposed have for delivery of similar projects? (50 – 100 words)</b>
<b>How would you involve people/ employers impacted by difficulties in participating, whether due to geographical isolation, accessibility or other socio-economic factor? (50 – 100 words)</b>
<b>Please summarise anticipated project timeline and key steps? (50 – 100 words)</b>
<b>Do you receive funding from Highland Council for any other activity? If yes, please provide details below. &lt;50 words</b>
<b>Do you receive funding from other public bodies for any other activity? If yes, please provide details below. &lt;50 words</b>

## Section v – Supplementary information

**Additional information** – on most occasions this page will be blank. If need to provide input e.g. if not all businesses/ organisations applying are small/ micro please comment the selection group consideration. Please be concise and do not use more than one side of this form.

## Section vi – Budget Outline

Please provide a breakdown of how the funding will be used, including any partner costs within the discrete document – excel workbook – provided for this purpose. This is intended to help you structure your budget and please add or delete lines and appropriate headings as required.

**If you have any match funding for this project, please provide details below? This can include allowance for staff released for training. Minimum contribution from own resources of 25% towards the costs is required.**

## Section vii – Certification

*For completion 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 submission with confirmation email is acceptable)**

<b>Name</b>	
<b>Job Title</b>	
<b>Signature</b>	
<b>Date</b>	

Please also provide a copy of the following documents:

- Recent bank statement (within last 3 months)
- Public liability insurance certificate
- Any other relevant policies/documents (state page 4 Section v)


## Section viii – Application submission

Please complete and return the completed application form to;

- to [ukspf@highland.gov.uk](mailto:ukspf@highland.gov.uk)
- by the deadline date of **Wednesday 4<sup>th</sup> October 2023 at 10:00**

Any questions, observations or concerns should be submitted to the above e-mail by 29<sup>th</sup> September 2023. 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.

Please confirm you have read & understood the Council's [Privacy Notice](#): Yes No