

Highland Council on behalf of the

Highland Employability Partnership



Community Engagement

Fund 2023-24

**APPLICATION FORM**





**COMMUNITY ENGAGEMENT FUND 2023-24**

**APPLICATION FORM**

**It is essential that you read the guidelines for this scheme
before you complete this application form.**

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| **About your organisation** |

|  |  |
| --- | --- |
| Name of the organisation |  |
| Address |  |
| 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** | Which of the following priority family groups, who are particularly vulnerable to poverty, do you intend to engage with? |
| * Lone parent families
 | Yes [ ]  No [ ]  |
| * Minority ethnic families
 | Yes [ ]  No [ ]  |
| * Families with disabled parents and / or children
 | Yes [ ]  No [ ]  |
| * Families with 3 or more children
 | Yes [ ]  No [ ]  |
| * Families where the youngest child is aged under 1
 | Yes [ ]  No [ ]  |
| * Families where the mother is aged under 25
 | Yes [ ]  No [ ]  |
| **1.3** | Project start date (Must be before 31st January 2024) |  |
| **1.4** | Project end date (Must be before 31st March 2024) |  |
| **1.5** | 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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| **1.6** | Please tell us as succinctly as you can what you will do with the funding? (Max 500 words) |
|  |
| **1.7** | Will the project support a new post(s) within the organisation? |
| Yes [ ]  No [ ]  |
| **1.8** | How many people do you expect to benefit from the project? |
|  |
| **1.9** | What do you hope to achieve 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? |
|  |
| **1.12** | What are the key challenges you foresee in the delivery of the project and how will you overcome these? |
|  |
| **1.13** | How will you ensure that people engaging with the project are referred to the Highland Council Employability Service? |
|  |
| **1.14** | 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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| **1.15** | Anything else you would like to tell us about the proposed project? |
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| **Section 2: Supporting Priority Families** |

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| **2.1** | How do you intend to engage with families particularly vulnerable to poverty (listed at question 1.2 above)? |
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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. |
|  |
| **3.4** | Please describe your ability to gather and present evidence for project reporting purposes. |
|  |
| **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: Value for money** |

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| **4.1** | Please provide a breakdown of each proposed item of expenditure. The income column should contain the funding requested from this fund and the amount should be the same as the proposed total expenditure. |
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| **Expenditure** | **Income** |
| **Item** | **£** | **Source** | **£** |
|  |  | Funding request |  |
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| **Total Expenditure** | **£** | **Total Income** | **£** |

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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 £10.90 per hour) or above | Yes [ ]  No [ ]  |
| **4.4** | What steps have you taken to ensure that proposed costs have been kept to a minimum? |
|  |
| **4.5** | How will you ensure that funds are managed and used effectively? |
|  |
| **4.6** | Can you tell us how you think this project demonstrates good value for money? |
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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 [ ]  |
| 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 on page 1 of this application.

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**

|  |  |  |
| --- | --- | --- |
| *Print Name:* | *Signature:* | *Date:* |
| *Role in Organisation* |  |

**Signatory 2**

|  |  |  |
| --- | --- | --- |
| *Print Name:* | *Signature:* | *Date:* |
| *Role in Organisation* |  |

Application forms and supporting documents can be submitted at any time through to
5pm on Tuesday 9th January 2024 to employability@highland.gov.uk