West dunbartonshire Council on Behalf of West Dunbartonshire Strategic Employability Group

**West Dunbartonshire Employability Grant Programme: Application Form for stage 3 Provision**

**Sept 2023**

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Please fill out a separate application form for each proposal. The grant form is split into 5 expanding sections. Please provide detailed responses however no single answer to a question should be more than 500 words in length. If this is a partnership proposal then a lead applicant should make the application on behalf of the partnership.

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| **Section 1: Applicant Information** | |
| **Name and Address of Applicant Organisation:**  **Organisation Website:** | **Name of person making the application:**  **Job Title:**  **Contact Tel No:**  **Email Address:** |
| **Is this the address where the proposed services would be delivered from?** | **YES**  **NO** |
| **If NO then please provide the address where the proposed services will be delivered:** |  |
| **Please confirm the type of organisation:** | **Voluntary sector  Private sector**  **FE/HE sector  Public sector** |
| **Applicant Declaration:**  I confirm that I have the authority to submit this application on behalf of the project applicant.  Signed: | |
| **Section 2: Priority Groups** | |
| This application is for employability services which should include at least 50% provision forthe following priority group(s)- please select group(s) which will be supported:  ☐ people in the criminal justice system  ☐ parents with a disability  ☐ people with long term health conditions (physical and mental)  ☐ people aged 50+  ☐ economically inactive people  The remaining 50% of participants can be from the wider priority groups as detailed on Page 6 of the West Dunbartonshire Employability Grant Guidance document. | |
| **Are comprehensive safeguarding policies and procedures that address the specific needs and vulnerabilities of these priority groups (as referenced in Section 3 in the West Dunbartonshire Employability Grant Guidance) in place?**  **YES**  **NO** | |

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| **Section 3: Qualification Project Proposal** | |
| * 1. **Qualification Project Proposal Name**   for example Preparing for a career in Construction |  |
| * 1. **Qualification Project Proposal (500 words max)**   Describe the project- what is the qualification(s) you are delivering as part of this training programme including SCQF level as appropriate, awarding body detail? Please outline assessment process to ensure the course meets the needs of your target group, course content, delivery schedule including duration and examples of activities. How, when and where will the qualification be delivered? | |
| * 1. **How will you identify, attract and engage with the key target groups as in section 2? (500 words max)**   What practical steps will you take to make your project accessible to your intended participants? (for example: language; disability requirements; publicity.) | |
| * 1. **Tell us about any partners you will work with, including employers. (500 words max)**   Consider which organisations will work in partnership with you and what will they contribute. | |
| * 1. **Please outline the experience your organisation has to ensure successful delivery.**   **(500 words max)**  Include previous experience of delivering the training with a similar focus and the outcomes achieved, the skills and expertise of staff, management and board members and local knowledge. | |
| * 1. **Equalities mainstreaming. (500 words max)**   Tell us how you have ensured lived experience, including how the specific needs of protected characteristic groups, will shape your service design and delivery. | |
| * 1. **Identifying and mitigating risks with delivery. (500 words max)**   Tell us what potential risks there are with delivery and how will you mitigate against these. | |
| * 1. **How will you utilise data to inform delivery?** **(500 words max)**   Tell us about local intelligence, data, evidence, existing work or strategies which inform your project proposal design. | |

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| **Section 4: Project Impact** | |
|  | **Number** |
| **Key Performance Indicators** |  |
| Number of people commencing training course |  |
| Number of people completed training course |  |
| Number of people achieved a Qualification |  |

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| **Section 4: Additional Project Outputs and Outcomes specific to your project** | |
|  | **Number** |
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| **Section 5: Cost** | |
| **5.1** | **TOTAL** |
| **Delivery Staff Costs** (please outline below) for example outreach activity, open days, trainer direct delivery, assessment and verification activity etc |  |
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| **Client Participation Costs** (please outline below) for example, e-portfolio, registration with awarding body, Training Allowance, travel expenses to attend training etc |  |
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| **Other costs** (please outline below) |  |
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| **Total:** |  |
| **How much of the costs above are you requesting in grant?** |  |

**Please email any completed applications to:** [**WDC\_NOLB\_Grants@west-dunbarton.gov.uk**](mailto:WDC_NOLB_Grants@west-dunbarton.gov.uk) **by Noon, Friday 29th Sept 2023.**