**Stage 2 – Application for Grant**

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| **Section One: Applicant and Business/Organisation Details** |
| **Main Contact Name:** |  |
| **Role In Business/Organisation:** |  |
| **Tel Number:** | **Office:****Mobile:** |
| **E mail Address:** |  |
| **Registered Company Name:** |  |
| **Company House Number/Charity Commission Number** |  |
| **Are you VAT Registered** | **Y/N** | **Vat No:**  |  |
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| **Section Two: Project Proposal** |
| In this section we require you to provide more detailed information about what you plan to do and how you intend to implement and test your plan.  |
| **Project Summary (maximum of 50 words summary)** |  |
| **Project Context:****Include evidence of research into existing provision. How will you ensure you do not duplicate existing provision?** **Word count: 750 max.** |  |
| **Project Start and Finish Date:**  |  |
| **Project Completion date:****All costs to be claimed and evidenced**  |  |
| **Project Location(s) :****Including postcodes** |  |
| **Number of Participants:** |  |
| **Explain how you plan to engage with the stated priority groups:****Word count: 500 max.** |  |
| **State how you plan to communicate your project:** **Including how you will ensure participants are aware of the ESF funding****Word count: 500 max.** |  |
| **How do you plan to incorporate Cross Cutting Themes into your delivery:****Word count: 500 max.** |  |
| **How will you staff your project: including details of staff experience** **Word count: 500 max.** |  |
| **What plans will you have in place to monitor the progression of the participants in to Employment, Education or training****Word count: 500 max.** |  |

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| **Section Three: Approach to Monitoring and Evaluation**  |
| **What will success look like and how will you evidence this?** **Word count: 500 max.** |  |
| **What is the lasting legacy for you project?** **Word count: 500 max.** |  |

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| **Section Four: Financial**  |
| **Please provide a budget breakdown for your project.** **N.B. the project cannot fund recoverable VAT.****Maximum Grant £20,000****Minimum Grant £1,000** |

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| **Cost** | **Totals** |
| **Staffing** |  |
| **Staff Expenses** |  |
| **Marketing** |  |
| **Equipment (up to £1000)** |  |
| **Participant Expenses** |  |
| **Consumables** |  |
| **Venue Hire** |  |
| **Volunteer Expenses**  |  |
| **Other**  |  |
| **Project Total**  |  |

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| **Explanation if required** |  |

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| **Section five: Declaration** |
| **I confirm that all the information in this application is true and accurate. I also understand that should this application be successful that I will provide Petroc with all relevant evidence to ensure to meet compliance and audit requirements as set out by the ESF.** **Signature: Date:**  |

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| **Petroc Project Office Use Only** | **Notes** |
| **Track Record** |  |
| **General Observations** |  |