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