**Employability Grants Devon - Application Form**

As part of the ‘Innovation for Youth and Community’ UK Community Renewal Fund project, Petroc has several grants available for organisations or businesses actively supporting and encouraging employment and individual progression. Grants are available to fund activities that support the unemployed to make their next steps towards work or education, or to engage with the benefits system.

The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK, to pilot programmes and new approaches to build community resilience and prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit: https://www.gov.uk/government/publications/uk-community-renewal-fund- prospectus

**Submitting your application -** please submit your completed ‘Employability Grants Devon’ application form via email to [iyc@petroc.ac.uk](mailto:iyc@petroc.ac.uk) Please keep a copy saved for your own records.

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| **Section 1: Business/Organisation Details** | | | |
| **Name:** |  | | |
| **Companies House Number *(if applicable)*** |  | | |
| **Charity Commission Number *(if applicable)*** |  | | |
| **Registered address including post code:** |  | | |
| **Are you VAT Registered** | **Y/N** | **Vat No:** |  |
|  |  | | |
| **Section 2: Main point of contact for your business / organisation** | | | |
| **Main Contact Name:** |  | | |
| **Role in business/organisation:** |  | | |
| **Telephone Number:** | **Office:**  **Mobile:** | | |
| **Email Address:** |  | | |
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| **Section 3: Details about your business or organisation** | | | |
| **Complete the relevant section for your business or organisation as follows (please only complete one section):**  **If you are a business, answer section 3A**  **OR**  **If you are an organisation, answer section 3B** | | | |

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| **Section 3A: Business Information** | | | | | | | | | |
| **Please indicate your type of business**  **(mark with a ‘X’)** | | | | | Public Limited Company [ ]  Private Limited Company [ ]  Limited Liability Partnership [ ]  Other (please specify below) [ ]  *For example, public corporations and nationalised bodies in which the working directors are classed as employees*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Please indicate the size of your business**  **(mark with a ‘X’)** | | | | | Sole proprietorship - a business run by one self-employed person [ ]  Ordinary partnership - a business run by two or more self-employed people [ ]  Small business - a business with 0 to 49 employees [ ]  Medium-sized business - a business with 50 to 249 employees [ ]  Large business - a business with 250 or more employees [ ] | | | | |
| **Section 3B: Organisation Information** | | | | | | | | | |
| Local authority | | | | | | | [ ] | | |
| Private | | | | | | | [ ] | | |
| Voluntary sector | | | | | | | [ ] | | |
| University | | | | | | | [ ] | | |
| HE college | | | | | | | [ ] | | |
| Other (please state) | | | | | | | [ ] | | |
| **Please indicate the number of employees below:** | | | | | | | | | |
| **0-10** |  | **10-49** |  | **50-249** | |  | | **250+** |  |

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| **Section 4: Grants Application - Project Proposal** | | |
| In this section we require you to provide more detailed information about what you plan to do with the grant (project proposal) and how you intend to record and evidence your project’s success. | | |
| **Project Summary (maximum of 50 words summary)**  **Please briefly summarise the need for your particular project and state any existing research which supports this.** | |  |
| **Project Context and Delivery:**  **How will your project support the unemployed to make their next steps towards work or education, or to engage with the benefits system?** **As well as traditional employability activities, we are interested in interventions that reflect the link between health and wellbeing and employment services and that create and invest in community. We are particularly keen to support projects for participants living in Torridge and West Devon.**  **Please detail the delivery of your project including the length of the project, contact frequency and times e.g. a one to one meeting held every week from April – May, monthly workshop etc.**  **Please also explain how the project will meet local needs, target gaps in the local labour market** **and the lasting impact and legacy of your project as well as how it will work alongside other existing support.**  **Word count: 750 max.** | |  |
| **How will you staff your project: including details of staff experience**  **Word count: 500 max.** | |  |
| **Project Start Date:** | |  |
| **Project Completion date:**  **All costs to be claimed and evidenced** | | **All project activity to be completed by end September 2022** |
| **Project Location(s)**  **Including postcodes** | |  |
| **Total number of expected participants:**  **Minimum of 10 participants** | |  |
| **Please detail the profile of participants you plan to work with and how you will engage with them throughout your project**  **e.g. young people who are (at risk of becoming) NEET, unemployed adults and those at risk of redundancy, and communities facing disadvantage (communities may be place-based or groups sharing particular characteristics).**  **Please complete the table opposite to help us understand the expected participant outcomes of your project**  **Word count: 500 max.** | | |  |  | | --- | --- | | **Participant outcomes (what your project will lead to)** | **Number of people** | | People in education/training following support |  | | People engaged in job-searching following support |  | | People in employment, including self-employment, following support |  | | People engaged in life skills support following interventions |  | | Economically inactive individuals engaging with benefits system following support |  | |
| **What plans will you have in place to monitor the progression of the participants into Employment, Education or engaging with the benefits system?**  **Word count: 500 max.** | |  |
| **How do you plan to incorporate Sustainability and Equality into your project?**  **Word count: 500 max.** | |  |
| **Do you intend to use the grant to develop any of the following value-added items? If so, please give further details and identify how this will link to supporting young people and the unemployed prepare for work, education or training and to connect with their local communities through developing their skills.**  **Word count: 500 max.** | | Innovation Plan [ ]  Feasibility Study [ ]  Decarbonisation Plan [ ]  Collaborative agreement with other organisation(s) to share knowledge  and best practice [ ]  None of these *(note: the above items are not mandatory)* [ ] |
| **Section 5: Financial** | | |
| **Please provide a budget breakdown for your project.**  **N.B. The project cannot fund recoverable VAT or overheads. Petroc will calculate 10% of grant recipients’ staffing costs which will be identified as overheads and declared as match funding.**  **Minimum Grant £10,000**  **Maximum Grant £30,000** | |  |  | | --- | --- | | **Cost Category** | **Totals** | | **Staffing** |  | | **Staff Expenses** |  | | **Marketing** |  | | **Equipment (up to £2500)** |  | | **Participant Expenses** |  | | **Consumables** |  | | **Venue Hire** |  | | **Volunteer Expenses** |  | | **Other** |  | | **Total Project Cost (£)** |  | | |
| **Explanation of budget**  **(if required)** |  | |
| **How did you hear about the grant? i.e. Petroc website, Google etc.** |  | |

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| **Section 6: Due Diligence** | | | |
| Should you be successful, you may be required to provide copies of relevant policies and procedures. Please confirm below whether you have these in place: | | | |
| **Policy** | **In Place** | **In Progress** | **Not Applicable** |
| Health and Safety Policy |  |  |  |
| Equal Opportunities Policy |  |  |  |
| Sustainability Policy |  |  |  |
| Data Protection Policy |  |  |  |
| Safeguarding Policy |  |  |  |
| Public Liability Insurance |  |  |  |
| Employer Liability Insurance |  |  |  |
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| **Section 7: Declaration** | | | |
| **I confirm that, to the best of my knowledge, the information above is correct and given in good faith. 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 UK Community Renewal Fund (CRF) for the Innovation, Youth and Community project.**  **I understand that the aim of this project is to support people and communities most in need across the UK, to pilot programmes and new approaches to build community resilience and prepare for the UK Shared Prosperity Fund. This project will invest in skills, community and place, local business, and supporting people into employment.**  **Signature: Date:** | | | |

**Please submit your completed form via email to** [**iyc@petroc.ac.uk**](mailto:iyc@petroc.ac.uk)