West dunbartonshire Council on Behalf of West Dunbartonshire Strategic Employability Group

**West Dunbartonshire Employability Grant Programme: Application Form for stage 4 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: Project Proposal** | |
| * 1. **Project Name** |  |
| **3.2 Project Proposal (500 words max)**  Describe the project - what activities will be delivered, by whom? Please provide background context and purpose. Why is this needed? What are the objectives? | |
| **3.3 How will you identify, attract and engage with the key target groups as in section 2? (500 words max)**  How will you engage with the key target group(s) selected and ensure their ongoing engagement with the programme? 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 organisations you will work in partnership with on this project. (500 words max)**   Consider which organisations will work in partnership 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 a similar employability programme and the outcomes achieved, the skills and expertise of staff, management and board members and local knowledge used to inform delivery. | |
| * 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** | |
| **4.1** | **Number** |
| **Key Performance Indicators** |  |
| Number of new people registered and action plan completed |  |
| Number of people re-engaged with services and action plan updated |  |
| Number of people reporting increased employability through development of interpersonal skills |  |
| Number of people experiencing reduced structural barriers into employment and into skills provision |  |
| Number of people supported to access basic skills |  |
| Number of people familiarised with employers’ expectations, including, standards of behaviour in the workplace |  |
| Number of people engaging with mainstream healthcare services as a result of employability support |  |
| Number of people reporting increased employability through development of interpersonal skills |  |
| Number of people engaged in job searching following support |  |
| Number of people supported to participate in education/training |  |
| Number of people achieved a Qualification |  |
| Number of people supported into a work placement |  |
| Number of people commenced Formal Volunteering |  |
| Number of people entered employment or self-employment (including a Modern Apprenticeship) |  |
| Number of people sustaining a job (including a Modern Apprenticeship) at 4 weeks |  |

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| **Section 4: Project Impact Project Specific Outcomes** | |
| **4.2 Additional Indicators Specific to Your Project including soft outcomes** | **Number** |
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| **Section 5: Cost** | |
| **5.1** | **TOTAL** |
| **Delivery Staff Costs** (please outline below) for example outreach activity, open days, registering service users, direct delivery etc |  |
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| **Client Participation Costs** (please outline below) for example Training Allowance, travel expenses to attend support 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.**