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**Dumfries & Galloway’s Local Employability & Skills Partnership**

**Young Person’s Guarantee Grant Funding Application Form**

**Supporting people aged 16-24, residing in Dumfries and Galloway and facing multiple barriers to entering the labour market. This funding focuses on:**

* 16- to 24-year-olds in Dumfries and Galloway eligible for support through the Young Person’s Guarantee, especially disabled or care experienced young people and/or young parents

**Fund Value £200,000**

**Some important information before you start**

* The closing date for application is **30th October 2021**
* Please ensure you answer all of the questions and read the guidance note
* If you have downloaded this form or received it by email, you can type directly into it and save your answers. Please remember that you need to save the form to your own computer first
* The completed application form and supporting documentation should be emailed to [dgyouthguarantee@dumgal.gov.uk](mailto:dgyouthguarantee@dumgal.gov.uk)

### ****Important: please follow this advice to reduce the risks of sending personal information by email:****

• Do not use a shared device to send your email

• Do not use an unsecured or public WiFi network to send your email

• Before sending, double check the email address you are sending to is:  [dgyouthguarantee @dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)

* After sending, delete your personal documents from your sent email.
* You will receive confirmation of receipt of your application by e-mail
* Please use the checklist to ensure that you have included the required additional information and agree with the grant conditions.

**Any questions?**

Look at the **Website** [www.dgtap.co.uk](http://www.dgtap.co.uk)

**Email**  [dgyouthguarantee @dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)

**YOUR APPLICATION**

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| **Name of organisation:** |  |
| **Name of main contact:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |  |

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| **What type of organisation are you?** | |  |
| **Constituted group (including sports clubs)** | *League/governance body Reg. or Affiliation no. if applicable:* |  |
| **Registered Charity** | *Charity number* |  |
| **Company Ltd by Guarantee** | *Company number* |  |
| **Community Interest Company Limited by Guarantee (CIC)** |  |  |
| **Community Council** |  |  |
| **Public Body** |  |  |
| **Private Sector Employability Provider** | *Company number* |  |
| **Other** |  |  |

**Which objectives and milestones will this project address from the Young Person’s Guarantee Criteria and Guidance? Please place an ‘x’ in relevant boxes.**

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| |  |  | | --- | --- | |  | Utilise the resource flexibly to deliver employability support in Scotland for eligible young people aged 16 to 24 years who need additional support to move towards achieving sustainable outcomes. | |  | Provide formal Learning Agreements for young people accessing support. | |  | Provide a range of support that allows local partnerships to align this support with other employability programmes, including the UK Government’s job placement programmes. | |  | Utilise available data to identify most in need and to prevent and reduce the number of young people becoming or remaining unemployed or inactive. | |  | Support more young people to participate in good quality external employability programmes. | |  | Support young people to participate in good quality external formal volunteering opportunities. | |  | Support young people to access employment opportunities with employers, for example through Employer Recruitment Incentives (ERIs) which must be in line with the ERI Framework. | |  | Increase the number of young people engaged in learning and skills development. | |  | Increase the number of young people achieving qualifications. | |  | Utilise the knowledge and expertise of local employability partners, including third sector organisations, to design and deliver pre-employment support. | |  | Reduce levels of in-work poverty and support the career progression of young people. | |  | Provide targeted support to young disabled people, helping to reduce the Disability Employment Gap. | |  | Support inclusive sustainable outcomes by helping to tackle inequalities within the labour market. | |  | Provide up-to-date and relevant information to young people and employers seeking to access the support provided by the Guarantee. |   Which Milestones will your project increase?   |  |  | | --- | --- | |  | The number of young people engaging with employability support and training through the local authority, broken down into age groups and by protected characteristics identified in line with local need. | |  | The progression of young people towards education, training or employment. | |  | The number of young people taking part in employment opportunities supported by the Young Person’s Guarantee. | |  | The number of young people achieving sustainable outcomes. | |  | Engagement with and support provided to young people from protected characteristic groups and care experienced young people. | |

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| **Q1. Where will the project take place?** |  | |
| **When will the project start and finish?** | **Start** | DD/MM/YYYY |
| **Finish** | DD/MM/YYYY |
| **How many people will benefit from this project or activity? *(for example are involved in or participate in)*** |  | |
| **Who is your intended beneficiary group/s? (Only 16 to 24 year olds or providers in terms of capacity building.)** |  Young people who have experience of the care system   Young people with additional support needs   Young people from protected characteristic groups   Young parents  Others: please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Q2. Briefly describe what you would like us to fund and tell us how you will be able to set up and deliver this in a 6 month period Oct 21 to March 22. (250 words max)** |
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| **Q3. Tell us more specifically about the differences the project will make and how you will know that you have achieved these outcomes.** | | |
| **Outputs**  *What specific activities will you deliver?* | **Outcomes**  *What difference will these activities make?* | **Monitoring, Tracking and Evaluation**  *How will you know you have made a difference? How will you track participant data?* |
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| **Q4. Why this project is needed? (please remember to include evidence of local need) (500 words max)** |
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| **Q5. Tell us about the organisations or projects you will or are working in partnership with to deliver this project? (Partnership working is actively encouraged). (250 words max)** |
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| **Q6. Please outline the experience your organisation has to carry out this work including the skills and expertise of staff, management and board members (150 words max).** |
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| **Q7. What practical steps will you take to make your project accessible to those from protected characteristic groups or to specific groups identified in Dumfries & Galloway?** |
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**PROJECT COSTS**

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| **Q8. Please provide a detailed breakdown of the costs of this project. £10,000 and above** |  |

| **Cost Headings** | **Please tick you have checked these costs are eligible as per guidance** | **Costs for October 2021 to March 2022**  **£** | **TOTAL**  **£** |
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| **TOTAL COSTS APPLIED FOR** |  |  |  |
| **TOTAL COST OF PROJECT** |  |  |  |

**DECLARATION**

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| Please note that, if you provide false or incomplete or misleading or misrepresenting or inaccurate information in your application or if at any point in the life of any grant awarded fraud is identified, the Council may hold you liable and will be entitled to stop any further scheduled payment under the grant agreement as well as provide your details to relevant fraud prevention agencies.  The Council may use the information you have provided on your application form during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes.  The Council may give copies of all or some of this information to the Scottish Government (as our funder) and other individuals or organisations we seek advice from when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other local authorities or organisations involved in delivering the project.  The Freedom of Information (Scotland) Act 2002 gives members of the public the right to request any information that public bodies such as the Council and Scottish Government hold. This includes information received from third parties such as, although not limited to; grant applicants, grant holders, service providers or contractors and people making a complaint. If information is requested under the Freedom of Information (Scotland) Act 2002, the Council will release it subject to exemptions, although we may choose to consult with you prior to the release of the information.  On completion and submission of this form you confirm that you understand the Council’s obligations under the Data Protection Act 2018, the Freedom of Information (Scotland) Act 2002 and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.  You shall ensure that all requirements of the Data Protection Laws are fulfilled in relation to the programme.  The Council may share information with organisations and individuals with a legitimate interest in Dumfries and Galloway Council Grant Scheme applications and grants or specific funding programmes. The Council recognise the need to maintain confidentiality and details will not be made public in any way, except as required by law.  You confirm that the information contained in this application is to the best of your knowledge true and accurate, that the application complies with the Conditions of Grant and that you will comply with the terms and conditions of Grant.  Failure to abide by conditions may result in organisations having to repay their grant and could affect future funding applications. |

**I confirm that I am authorised to submit this application on behalf of:**

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| **Name of Organisation:** |  |

and that the required policy, procedures, insurance and legal documentations as indicated on the next page are in place and we will work together with the Council to sign an agreement to

finalise the grant award.

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| **Print Name** |  |  | **Witness Name** |  |
| **Signature** |  |  | **Signature** |  |
| **Position in Organisation** |  |  | **Date** |  |
| **Date** |  |  |  |  |

**CHECKLIST**

**The closing date for applications is 30th October 2021.**

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| **Please tick to ensure that you have enclosed the following information and agree with the grant conditions:** | |
|  | Copy of most recent constitution or Memorandum and Articles (if you currently hold a Dumfries and Galloway Council grant, you do not need to send this again unless it has been changed). |
|  | Statement of Accounts, which have been externally verified; Or copy of last three months’ bank statements if your organisation has been established for less than 12 months. In this instance, please also give an estimate of first year’s income and expenditure. |
|  | Evidence of public or private organisational status |
|  | Copy of relevant insurance/indemnity policy. |
|  | Any documentary evidence that is required to support your application (research, reports, etc.). |
|  | Draft or outline job description(s), if funding is required for staff. |

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|  | If successful, you may be asked to provide copies of appropriate organisational policies/procedures e.g. Adult and Child Protection policies and disclosures, equal opportunities, data protection policies etc.  **Please tick to confirm that you have these in place. You should not provide these at this stage.** |

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|  | I have read the conditions for this application and can confirm my organisation meets the criteria for the grant. Please note that the Council will not fund activities that promote religion (or no belief). |
|  | The declaration on the previous page has been signed. If you submit you application by e-mail and are able to include an electronic signature please do so, alternatively type your name. If your application is successful your signature will be required at the agreement stage. |

Completed applications should be forwarded to  [dgyouthguarantee @dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)

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* Before sending, double check the email address you are sending to is:  [dgyouthguarantee @dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)
* After sending, delete your personal documents from your sent email