**Little Hulton Big Local**

**Employment and Training Grants**



Grants must directly benefit the community of the Little Hulton Big Local Area.

This is a rolling grants programme open from the 5th December 2017 to 30th September 2018

Little Hulton Big Local aims to fund a range of activities that enable Little Hulton residents to participate in training and to improve their opportunities to access employment or access an increased range of employment opportunities.

Decisions will be made at our monthly Little Hulton Big Local Board meetings which take place on the first Monday of each month. For your application to be considered by the Board, applications must be received two weeks prior to the Board meeting i.e. the 15th of the month.

**What we are looking to fund**

* A range of activities including employability training, mentoring and crèche support.
* Activities that are relevant to Little Hulton residents aged 18 -24 years.
* Activities taking place between 15th January – 31st August 2018.

**To be eligible for funding**

* Activities must directly benefit residents of the Little Hulton Big Local Area.
* Applications must demonstrate why funding is needed from Little Hulton Big Local –i.e., why the project cannot be funded by their own organisation or by other external funding sources.
* Little Hulton Big Local will not fund 100% of the cost for any project, applications must demonstrate at least 30% in matched funding.
* Aminimum of five Little Hulton residents must benefit from the project.
* Applicants must demonstrate how they will quality assure any project.
* Applicants must demonstrate how they will measure the impact of their project – in terms of moving Little Hulton residents forward to enable them to access an increased range of employment opportunities.

**Organisations applying must:**

* + - * Have considered any health and safety or safeguarding issues relating to the activities or projects they plan to deliver and have plans and procedures in place to ensure activities and projects are delivered safely.

**To receive a cash award organisations must:**

* + - * Have a governing document (e.g. a Constitution).
			* Have a Management Committee / Board.
			* Have a Bank Account (with 2 signatories who are not related to each other)

(We will consider applications from more informal groups for equipment, training or other items that will support community activity but these will be purchased directly by Little Hulton Big Local)

* Returned a report on how you used the grant by the 31st December 2018

**During this period organisations can submit:**

* One individual small grant application of up to £1000 per term

**N.B. We are unable to give money to the following**: Individuals; any activities that promote the advancement of religion or politics; proposals that are in breach of equalities or other relevant legislation; applications from freelance consultants; improvements to land or buildings that are either privately owned or the responsibility of a statutory authority.

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**Little Hulton Big Local**

**Employment and Training**

 **Application Form**

Please complete the application form below. Typed text must be Arial font 12.

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| **Q1.** | **Does your activity directly benefit Little Hulton Residents?** |
| Yes [ ]   | No [ ]  If no, please note your application is ineligible. |

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| **Q2.** | **What do you want the money for?**  |
| Provide details of what your project will be doing and/or the activities you will be organising, tell us the story of how the money will be spent.  |
| **Q3.** | **Why do you need funding from Little Hulton Big Local for this project?** |
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| **Q4.** | **How many people from Little Hulton will benefit from this activity or project?**  |
|  | We want the Big Local funding to reach a wide range of Little Hulton residents but we particularly want funding from this grant program to reach residents aged 18- 24 years.* Tell us who will benefit from your activities.
* For example what ages do you think they will be, are they likely to be male or female or people with disabilities?
* What percentage will be aged 18-24 years?
* Finally what areas of Little Hulton will people benefitting from your activities live in? (postcodes, streets)
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| **Q5.** | **How will you demonstrate the Impact of the Project?**   |
|  | What difference will this project make and how will you evidence this difference? In particular how will you know that participants in your project have moved forward in terms of employability? |

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| **Q6.** | **How will you quality assure the activities funded by this grant?** |
|  | For example: * What will be staff to participant ratio?
* If you are seeking funding for a course, is it an accredited course?
* How will you check that your staff have the skills, qualifications and experience to deliver this activity?
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| **Q7.** | **Delivery Period** |
| Please estimate the start date of your project or activity: |
| Please estimate the completion date of the project or activity: |

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| **Q8.** | **Tell us what Policies and Procedures you have in place to promote the safety of everybody involved in your organisation and in this activity or project?** |
| For example do you have insurance, a health and safety policy/plan, risk assessments, child protection procedures or what are your first aid arrangements? |

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| **Q9.** | **Budget** |
| Please indicate how much money you need and provide a detailed breakdown of your planned expenditure and details of how the costs have been worked out. Please note amounts should include VAT where applicable. |
| **Budget Heading** | **Total Cost £** | **Amount requested from LHBL Employment and Training Grants Fund £** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| Total amount requested from Little Hulton Big Local? | £ |
| Total cost of project | £ |
| Little Hulton Big Local will not fund 100% cost of any project. Applicants must demonstrate a minimum of 30% match funding. Tell us where the match funding is coming from. Please specify the amount and if this is actual secured funding or funding in kind. |
| **Little Hulton Big Local will ask you to complete a report on the activity or project that is grant funded, including details of how you have spent the money. We will ask you to return this report to us by 31st December 2018 so please keep copies of all your receipts.**  |
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| **Are you happy to be contacted by Little Hulton Big Local – regarding future funding opportunities and Big Local Activities?****Yes 🞏 No 🞏** |

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| **Part 2** |  |
| **Q1.** | **Contact details** |
| Name of organisation  |  |
| Your name |  |
| Your telephone number |  |
| Your mobile number |  |
| Your email address |  |
| Address details |  |
| Post code  |

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| **Q2.** | **What type of organisation are you?** (*Please tick all that apply*) |
| [ ]  Community Group (Unincorporated Association) |
| [ ]  Company Limited by Guarantee | Number:  |  |
| [ ]  Registered Charity | Number:  |  |
| [ ]  Community Interest Company  | Number:  |  |
| [ ]  Other (please specify)  Type: |   |  |

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| **Q3.** | **Has your organisation got its own bank account?** |
| **Yes** [ ]  | **No** [ ]  |

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| **Q4.** | **Declaration** |
| I confirm that the details on this application are correct. I am authorised to apply for this money on behalf of my organisation. **N.B. We require two signatures from people who are not related to each other or share the same household and are authorised to sign on behalf of your organisation.** Scanned signatures are acceptable. |

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| **Person 1** | **Person 2** |
| **Name** |  | **Name** |  |
| **Role** |  | **Role** |  |
| **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  |
| **What does your group or organisation want to achieve during the next twelve months and how could Little Hulton Big Local help?** |
| Please return the completed application to: **Email:** littlehultonbiglocal@yahoo.co.uk. An acknowledgement email will be sent. **Post:** Community Hub, 27- 29 Hulton District Centre, Little Hulton M28 0BAYou can contact Little Hulton Big Local for queries on **0161 790 7072****Checklist**Please ensure you have enclosed the required documentation / evidence

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| Checklist | Tick to confirm  |
| Completed all sections of the application |  [ ]   |
| Application is signed  |  [ ]   |

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