

Please read the following before you start to fill in the application form.

- The guidance notes in the left-hand column are here to help.
- If you need more help, or if you want to find out if your project might be eligible, please call The Solihull Community Foundation. We will be glad to talk to you.
- Please give accurate information on how much your project will cost and who will take part. If your application is successful, we will compare these figures with your project's actual results and significant deviation could result in penalties, up to and including requiring your group to return the grant money.
- If there is not enough space on the form to answer any question, please use the continuation sheet at the back of the form. If this is still not enough, please limit any additional information to one sheet of A4 paper.
- Remember to complete the checklist of supporting information carefully, as your application will be rejected if you do not supply all the necessary documents.
- Please answer each question on the form. Include the information requested. Do not just refer to attached documents.
- Keep a copy of your completed form and supporting information.

Overview of ESF Community Grants

ESF Community Grants are intended for unemployed and economically inactive people who face barriers to employment, over the age of 19. It is not intended to provide mainstream activity, but rather to provide community-level support so hard-to-reach participants can get closer to accessing mainstream activity. Outcomes are based on progression, rather than achievement of jobs or qualifications. Projects could cover:

- **Removal of Barriers:** This could include consultation and first contact engagement activities, as well as mentoring and appointing 'Community Champions' to promote employment to target groups.
- **Non-Accredited Learning:** Activities might include taster work experience including voluntary work, initial help with basic skills (***not literacy or numeracy***) and sessional training.
- **Soft skills:** These are skills which not lead to qualifications, but are vital for employment success, such as confidence building, communication and presentation skills which can be acquired in a variety of ways, including through volunteering.
- **Accredited Learning:** This programme is primarily aimed at people a long way from the job market. It is expected that the above types of projects will be most appropriate, but some community groups may want to offer accredited learning. Under certain criteria, these outcomes will be funded, but please phone us first to find out if your accredited learning project would be eligible.

<p>7. Show part-time staff as proportional to a full-time position e.g. someone working 2 days a week is 2/5.</p> <p>A volunteer is someone who is not paid anything but expenses, and who gives at least 1 hour a month to your group.</p> <p>Members will typically have filled in a form and possibly paid to join.</p> <p>Public will be everyone else who, in a typical week, will access your services.</p>	<p>7. How many people are currently involved in your organisation?</p> <p>Paid staff:</p> <p>Volunteers:</p> <p>Members:</p> <p>Public:</p>
<p>9. Please give a total estimate. We will require you to keep a record for each participant. We can only fund projects which benefit people living in Solihull.</p>	<p>9. How many people will participate in your project?</p>
<p>10. Give details e.g. a community centre. While we can fund projects which take place outside Coventry and Warwickshire, priority will be given to local initiatives.</p>	<p>10. Where will your planned project take place?</p>
<p>11. Priority will be given to projects that target these beneficiary groups.</p> <p>We cannot fund any projects that benefit young people (below 19) as these are targeted by mainstream European Social Fund projects.</p> <p>[Rurally isolated people will be considered as those more than 3 miles away from mainstream amenities.]</p> <p>We can only fund projects which target people who do less than 8 hours of paid work a week. This could include those on incapacity benefit, carers, and people who work part-time.</p>	<p>11. Will your project target people in any of the following priority groups?</p> <p><input type="checkbox"/> Black or Minority Ethnic <input type="checkbox"/> Refugees</p> <p><input type="checkbox"/> Disabled <input type="checkbox"/> [Rurally isolated people]</p> <p><input type="checkbox"/> Ex-offenders <input type="checkbox"/> Over 50's</p> <p><input type="checkbox"/> Homeless <input type="checkbox"/> Lone parents</p> <p>Please note that all participants must either be unemployed (e.g. on job seekers allowance) or Economically inactive (e.g. on income support).</p>
<p>12. Will you partner another organisation, or are you already in contact with your target group, for example, are they group members?</p> <p>Have they been consulted about this project and if so, how?</p>	<p>12. How will you target these participants?</p>

<p>13. Please phone the Community Foundation about turnaround times.</p>	<p>13. When will your project start and finish?</p>
<p>14. Describe your project's life-cycle from start to end, for example:</p> <p>Are there other organisations helping you deliver your project?</p> <p>What will participants be doing and how often?</p> <p>If there is training, who delivers it, how were they selected, and are they appropriately qualified?</p> <p>If staff are involved, how much time will they spend running this project, including managing documentation such as participant records, time sheets, and project reports?</p>	<p>14. What will happen during your project?</p>
<p>15. This programme is aimed at people who are some distance from the employment market, and your outcomes should help to address the reasons for this in your participants.</p>	<p>15. Please select the category or categories of outcome(s) you will achieve, and explain how you will demonstrate this:</p> <ul style="list-style-type: none"> <input type="checkbox"/> mentoring towards employment by a community champion <input type="checkbox"/> basic skills acquisition <input type="checkbox"/> taster work experience including volunteering <input type="checkbox"/> confidence building activities <input type="checkbox"/> communication and presentation skills acquisition <input type="checkbox"/> accredited learning

<p>18. <i>Your accounts should be enclosed with this application and the amounts here should match them.</i></p> <p><i>Groups that have been established for under 12 months should seek guidance from the Community Foundation before applying, and if advised that they fit the criteria, should estimate the first year's income and expenditure.</i></p>	<p>18. Provide the following details from your latest accounts:</p> <p>Account year end (date):</p> <p>Total (gross) income (must be less than £100,000):</p> <p>Total expenditure:</p> <p>Balance at year end:</p> <p>Savings (reserves etc):</p> <p>If your savings are more than your annual expenditure, what are they for?</p>
<p>19. <i>This should be someone who knows the group in a professional capacity, who is not involved in your organisation.</i></p>	<p>19. Independent Referee:</p> <p>Name:</p> <p>Position:</p> <p>Organisation:</p> <p>Contact Number:</p> <p>Email:</p> <p><u>Referee Statement</u> I can confirm that I know the group that has applied for funding but have no direct involvement in it or its activities. I have read the application and support the request for funding. I can be contacted to discuss the project further and I will provide a written reference if required.</p> <p>Signed _____ Date _____</p>
<p>20. <i>Your application will be automatically rejected if you do not supply the necessary documents.</i></p>	<p>20. Supporting Information:</p> <p>Please ensure you attach the following:</p> <ul style="list-style-type: none"> • Accounts • Constitution • Equal opportunities policy • Health & safety policy • Copy of your vulnerable adult policy if your project targets this group, along with confirmation that CRB checks have been made, or will be made.

<p>21. <i>You need to have assessed any risks to learners, and to ensure that you are providing a safe, healthy and supportive environment which meets the needs of learners.</i></p>	<p>21. Tell us about the steps you have taken to identify and mitigate risks to project participants, for example, under your health and safety policies and procedures.</p>
<p>22. <i>We need two signatures from your organisation's management committee. One should be the person who will be managing this project.</i></p> <p><i>We do understand that sometimes, for reasons outside your control, projects change. However, we expect you to tell us if this happens, so we can revise your expected outcomes before your project ends.</i></p> <p><i>If this does not happen, you could end up having to repay the grant.</i></p>	<p>22. Declaration</p> <ul style="list-style-type: none"> a. As far as I know the information in this application is correct. b. If the information should change The Heart of England Community Foundation will be notified immediately. <p>This box should be signed by the main contact in question 2.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>This box should be signed by the Chairperson or another member of the management committee:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Please return the completed form and all relevant paperwork to:

Sharon Pinnock
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Lode Lane
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West Midlands
B92 8NW