



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

Thank you for your interest in delivering the Multiply programme in the Scottish Borders. **Please read the accompanying guidance before completing this form.**

We are keen that community organisations can play a key role in the delivery of Multiply and do not want an application form to be the barrier to involvement. If you require any guidance in completing this form, please email the Multiply Team at [multiply@scotborders.gov.uk](mailto:multiply@scotborders.gov.uk).

This application form is made up of three sections. There are sub-questions throughout to help you answer the sections fully.

We are looking for projects in the £20,000 request range.

Your proposed activity needs to be completed by the end of February 2025. Please only apply for funding for activities you know you can confidently deliver within this time period.

Your activity must have all necessary business plans in place before an application is submitted. Due to limited time period for delivery, activities need be ready to commence on the 1st of November 2023 if funding is awarded.

If you are making an application in partnership, **please note the application should be in the name of the lead partner who will take responsibility for the management and delivery of the project, and to which grant funding will be paid.**

Please email completed applications to [multiply@scotborders.gov.uk](mailto:multiply@scotborders.gov.uk) by **5pm on 30th September 2023**.

### Section 1: Tell us about your group/organisation

Name of Organisation		
Registered Address (if any)		
Type of organisation (Tick as appropriate)	Constituted Community Group Scottish Charitable Incorporated Organisation Social Enterprise Community Interest Company Trust/Development Company Other – Please state:	
Scottish Charity Registration Number/Company Registration No (if registered)		
Website		
VAT Registration No. (if applicable)		Fully VAT Registered Part VAT Registered
Key Contact and Position		



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

Key Contact Email	
Key Contact Number	
Is this a partnership application?	Yes No
If yes, please provide the name and contact details of partner(s)	

### Section 2: Tell us about the activities you would like to be funded

Activity Title	
Activity Location	
Activity Start Date	
Activity End Date	
<b>Activity Aim</b> <i>Please tick from the options on the right for your proposed learning activity</i>	<p>Courses aimed at people who can't apply for certain jobs because of lack of numeracy skills and/or to encourage people to <b>upskill in order to access a certain job/career</b></p> <p>Courses designed to <b>increase confidence with numbers</b> for those <b>needing the first steps towards formal qualifications.</b></p> <p>Courses for parents wanting to <b>increase their numeracy skills in order to help their children and help with their own progression.</b></p> <p>Courses designed to help people use <b>numeracy to manage their money.</b></p>
<b>Rationale</b> <p>a. Who will participate in your proposed activity? Please give as much detail as you can about who you would be aiming your activity at. Participants should be aged 19yrs+ and should not have a maths qualification at SCQF Level 5 or above, or a good grasp of basic maths/numeracy.</p>	



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

b. Why do you think this activity is needed? How have you identified this need? Please include any evidence you have to support this.

c. Have you talked to people who might take part in your activity to help you design it?

d. If so, how has this shaped your activity?

### Content and delivery

a. Where will you deliver the activity?



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

b. Will this activity be delivered in partnership and if so which other organisations/groups will be involved?

c. Please describe the activity and method/s of delivery. Please also describe if and how this activity will be linked to other activities or programmes you provide. Here, it may also be good to indicate how you will take maths anxiety into consideration.

d. How long is the activity? (Please detail the estimated total hours per course/participant and how this will be split e.g., 8 hours in total, 2 hrs per week over 4 weeks. If there is 1:1 support, please detail the estimated total hours in addition to the above.

e. How will you promote your activity and attract the required level of participants?



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

### Knowledge (including local knowledge) and expertise

a. Why do you think your organisation is well placed to deliver this activity?

b. Do you have links with the people you are aiming your activity at and knowledge of their numeracy learning needs?

c. Who will deliver your activity and what relevant skills and experience do they have?

d. Who will be responsible for the day-to-day operation and management of your activity and what is their role? (e.g., chairperson/treasurer/line manager/finance officer)



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

e. Does your organisation have any experience in delivering similar activities?

f. Are you willing to further develop staff/volunteer skills and knowledge to deliver numeracy support, or will you/your staff require training?

### Steps taken to make the activity accessible and inclusive

What steps will you take to make sure your activity is inclusive and how will you make it accessible to the people you want to take part? This could include provision of childcare, BSL and interpretation services, etc.



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

### Targets and fit with grant outcomes

b. Please describe how your activity will improve participants understanding and use of maths/numbers in their daily lives, at home and at work, including describing how the learning will contribute to the aim(s) that you selected previously.

c. Please indicate estimated target number of courses and learners in the table below:

	November 23-Feb 24	April 24-Feb 25	Total
How many numeracy courses/learning activities will you deliver?			
How many people will participate in your courses/learning activity?			

### Additional Information

If there is anything else you would like to tell us about your activity/organisation which you feel is relevant and has not been mentioned previously, please do so here.



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

### Section 3: Tell us about your delivery costs

The funding will only cover direct costs of delivery including resources required (the additional costs you will incur in delivering your programme)

Please provide details below and how these have been calculated, for example delivery staff costs should include hourly rate, number of hours and employer on-costs.

Expenditure	2023/24	2024/25
<b>A. Total required</b>		
<b>B. Amount requested through Multiply</b>		
Match funding requested to fill gap between A and B (if any)		
Has match funding been confirmed? (Y/N)		

*\*Match funding requires to be in place at the time of application – you will be asked to supply a copy of letter(s) confirming match-funding if you are successful in achieving funding.*

Please confirm that you will be able to spend all of this funding by end February 2025.	Yes
Please confirm that your activity will be ready to start with all necessary business plans and match funding in place, if applicable, if funds are awarded.	Yes No Not Applicable
Please confirm that you will be able to provide evidence of spending this money.	Yes No
Please confirm you will ensure best value for money is undertaken and you are happy to comply with UK Government minimum procurement requirements (i.e., £0- £2,499 direct award, £2,500-£24,999 3 written quotes, over £25,000 formal tender process)	Yes No





# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

### With this application:

- Please submit a copy of your organisation's Constitution or set of rules (community organisations/charities only)
- Please submit a copy of your organisation's 3 most recent bank statements (all applicants)
- Please submit a copy of your organisation's most recent 3 years annual accounts (all applicants)

If newly set up, please supply an estimate of first year income/expenditure.

If you are unable to supply any of the above, please contact the Multiply Team at [multiply@scotborders.gov.uk](mailto:multiply@scotborders.gov.uk).

### Section 4: Tell us what potential risks you have identified in delivering your activity and how you expect to manage these

#### Summarise

- Key risk to the delivery and success of the project
- Who is responsible for managing the risk
- Probability of risk occurring (High, Medium, Low)
- Impact of risk (High, Medium, Low)
- Mitigation plans to manage the risk or deal with it if it occurs

Risk Description	Responsible Person	Probability (H,M,L)	Impact (H,M,L)	Mitigation



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

### Section 5: Authorisation

On behalf of the organisation named in Section 1, I hereby apply for a grant as outlined in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made in this application are true and the information provided is correct.

I accept that failure to provide a correct declaration and other accurate information may lead to funding being refused, withdrawn, or recovered.

Name of authorised person/s* (Approved Signatory)	
Date of Signing:	
Position of authorised person/s	

*\*This should be a senior person in your organisation – electronic signatures only – no need to print and sign*

Scottish Borders Council will be the Data Controller for all UKSPF personal data collected with the relevant forms as part of this process, and the control and processing of personal data.

Scottish Borders Council will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to the processing of Personal Data and privacy, including where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together with “the Data Protection Legislation (as amended from time to time)”).

By proceeding to complete and submit this form, you consent that Scottish Borders Council and its contractors where relevant, and the UK Government, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided as part of the application, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Council may need to share your Personal Data with the UK Government and by submitting this form you are agreeing to your Personal Data being used in this way.

Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).

*Without prejudice to the foregoing generality, Scottish Borders Council and the UK Government may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the UK Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office, or agency of Her Majesty’s Government, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the UK Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.*



# SKILLS FOR LIFE: MULTIPLY 2023-24

## Application Form

If you would like to provide feedback on how we can improve the application process, we would be happy to receive this: -

Please email any completed applications to [multiply@scotborders.gov.uk](mailto:multiply@scotborders.gov.uk) by 5pm on 30th September 2023.

If you have any queries, please email these to the Multiply Team (above) along with a telephone number.

As mentioned previously, we are keen for local organisations to be part of our Multiply Programme in the Scottish Borders so please do not hold back from getting in touch if you need any guidance or want to ask a question, we are happy to help in any way.

Thank you,

The Multiply Team