**No One Left Behind 2025-26**

**Application Form**

Please read the Guidance before completing.

**Section 1. Your Organisation**

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| **Name of Organisation**  |  |
| **Type of Organisation** | [ ]  Constituted Community / Voluntary Group[ ]  Registered Charity / SCIO[ ]  Social Enterprise[ ]  Community Interest Company[ ]  Trust/Development Company[ ]  Business / Enterprise / Private Sector[ ]  Other – Please state:  |
| **Registered Address**  |  |
| **Key Contact Name**  |  |
| **Key Contact Email** |  |
| **Scottish Charity Registration Number orCompany Registration No (if applicable)** |  |
| **Is this a partnership application?** | [ ]  Yes[ ]  No  |
| **If yes, please detail:** *(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)* |
| **1a. Please describe what your organisation does (max. 200 words)**  |
| *It is important to have a short, succinct, and powerful explanation of what your organisation does.* 1. *In one or two sentences, what is your organisation’s mission? What are you trying to achieve?*
2. *Summarise your main activities/services that you provide. What makes you unique?*
3. *Use data and numbers to support the work you do, i.e., how many people you support, how many programmes you run, the quantifiable difference you make.*
4. *Avoid industry jargon! Assume that the reader will have zero knowledge of your geographical area and sector.*
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**Section 2: Your Project**

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| **Project Title** |  |
| **Project Location** |  |
| **Start Date** |  |
| **End Date** |  |
| **What stage(s) of the Employability Pipeline does your proposal service?** (tick all that apply) | [ ]  Stage 1 [ ]  Stage 2 [ ]  Stage 3 [ ]  Stage 4 [ ]  Stage 5  |
| **Which key priority does your project meet?**  | [ ]  To maximise the role that employability plays in delivering national and local aims of tackling poverty, promoting inclusion and social justice, and creating a fair and prosperous Scotland[ ]  To reduce inequality in the labour market by supporting those further from the labour market to increase their income from employment, by providing relevant employability support through training for employment.[ ]  To improve labour market outcomes by reducing local Economic Inactivity, supporting those who want to work to enter employment[ ]  To reduce levels of child poverty by supporting parents from the priority family groups to increase their income from employment, by providing relevant employability support related to training for employment[ ]  To provide training to those in low income employment, especially parents, to help ensure participants are able to progress to better paid work, or work which better suits their circumstances.[ ]  To reduce levels of long-term unemployment by providing employability support to those who are at risk of being long-term unemployed and are claiming reserved benefits.[ ]  To help reduce the Disability Employment Gap by supporting disabled people to enter and remain in the workforce.[ ]  To expand provision that supports the green jobs and net zero commitments. |
| **2a. Please give a brief description of your project**  |
| **2a.1 What activities will take place?****2a.2 What is the duration of the support?****2a.3 How many hours per week and for how many weeks will each beneficiary be supported?****2a.4 Who will deliver the activities?****2a.5 How and where will the activities be delivered?** |
| **2b. Please describe the beneficiaries of your project**  |
| **2b.1 Who will be the beneficiaries of the project? Please describe the people you aim to support.** **2b.2 How will you identify, attract, recruit and engage with the beneficiaries?****2b.3 What practical steps will you take to make your project accessible to your intended community (e.g. language, disability requirements, publicity)****2b.4 What outcomes do you expect from this project and how will you measure progress? Please describe how these meet the key outcomes of the grant scheme as laid out in the guidance.****2b.5 Please describe how you will progress any participants who do not have a positive destination at the end of your project.** |
| **2c. Please describe how your proposed project will be managed.**  |
| **2c.1 Why is this project needed? What is the rationale for the service / numbers / beneficiaries** **etc? Please provide details of any evidence you have to support this bid.****2c.2 Tell us about any organisations or projects you will work in partnership with on this**  **project?****2c.3 Please outline the experience your organisation has to carry out this project including the**  **skills and expertise of staff, management and local knowledge?** |
| **2d. Outcomes and Outputs** *(Please detail the number of outputs and outcomes your project will achieve throughout the funding period)* |
| * 1. Number of individuals engaging with employability support and training
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| The number of individuals taking part in employment opportunities supported by employability funding. |  |
| * 1. The number of individuals achieving positive outcomes such as: an increase in working hours or rate of pay; entering employment or education; starting work experience, volunteering or training.
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| * 1. Number of parents achieving in-work progression.
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| * 1. Number of people receiving support to gain employment
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| * 1. Number of people receiving support to sustain employment
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| * 1. Number of people retraining
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| * 1. Number of people supported to access basic skills courses
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| * 1. Number of people supported to participate in education
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| * 1. Number of people in employment, including self-employment, following support
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| * 1. Number of people sustaining employment for 6 months
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| * 1. Number of people in education/training following support
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| * 1. Number of people with basic skills following support
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| * 1. People gaining a qualification or completing a course following support
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| **2e. Tell us in what way you have ensured equalities have been taken into consideration during the planning of your activity, specifically, the protected characteristics?**  |
| **2e.1 How have you ensured lived experience, including the specific needs of protected characteristic groups, has and will shape your service design and delivery?** |

**Section 3: Finance**

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| **3a. Please provide details of your planned expenditure in the table below.*** *Please note, “Amount Required” is the total funding required for your project, “Amount Requested” is the amount requested from grant funding.*
* *Salary costs MUST display hourly wage and hours per week.*
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|  Item  | Amount Required (£) | Amount Requested (£) |
| (e.g., Project Manager Salary @£12ph, 20hpw)  | £12,480.00 | £10,000.00 |
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|  |  |  |
| Total |  |  |
| 3b. Please confirm that your organisation commits to adopting the following Fair Work First principles in a way that is relevant and proportionate to the organisation. *(See* [*Fair Work First*](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/9/)  *for guidance)* • Appropriate channels for effective voice, such as trade union recognition. • Investment in workforce development.• No inappropriate use of zero hours contracts.• Action to tackle the gender pay gap and create a more diverse and inclusive Workplace.• Payment of the real Living Wage.• Offering flexible and family friendly working practices for all workers from day one of their employment• Opposing the use of fire and rehire practice | [ ]  Yes[ ]  No  |

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| **3c. Please detail (if applicable) any match-funding associated with the costs detailed above.** *(This includes contributions from other funders and your organisation's own reserves.*  |

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| Source of Income  | Amount (£) |
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**Section 4: Supporting Information**

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| **4a. Please indicate if you have any of the following supporting documents to provide alongside your application (where relevant).** |
|  [ ]  Design Proposals [ ]  Business Plan [ ]  Feasibility Work [ ]  Other; please detail:  |
| **4b. Please indicate the planning status of your project (if applicable).** |
|  [ ]  Planning approved. [ ]  Planning application submitted.  [ ]  Intending to submit planning application. [ ]  Project does not require planning permissions. |
| **4c. If your work involves children, young people, or vulnerable adults, do you have a policy document which sets out how you will keep them safe?** *(If your work involves children, young people, or vulnerable adults, we need to know that you have policies in place to keep them safe. We might also ask to see these. If this doesn’t apply to your work, please select N/A).*  |
|  [ ]  Yes [ ]  No  [ ]  N/A |
| **4d. Please confirm that your activity will be ready to start with all necessary planning consents, statutory requirements, and match funding in place, if applicable.** | [ ]  Yes[ ]  No[ ]  N/A |
| **4e. Please confirm that you will be able to provide evidence of spending this money.** *(e.g., receipts, invoices, payroll, bank statements)* | [ ]  Yes[ ]  No  |
| **4f. Please indicate if your organisation is VAT registered or not.** *(If you are VAT registered, please ensure you deduct VAT costs from your application as we cannot pay them)* |  ☐ VAT registered ☐ Not VAT  Registered ☐ Part VAT  Registered |
| **4g. Please confirm you will ensure best value for money is undertaken and you are happy to comply with Scottish Government minimum procurement requirements** *(i.e., £0-£5,000 justify spend choice; over £5,000 3 quotes required)* | [ ]  Yes[ ]  No |
| **4h. Please confirm you have attached the following documentation to your application:** 1. A copy of your organisation’s **constitution** or set of rules.
2. A copy of the board minute agreeing to this project.
3. A copy of your organisation’s most recent **annual accounts.**
* If newly set up, please supply an estimate of first year income/expenditure.
 | [ ]  Yes[ ]  No |
| **4i. Please confirm that you understand the requirement to record all client information on Helix including registration, action plan, and are able to track clients for a 52wk period.** | [ ]  Yes |
| **4j Is there any further information you have not provided in any previous response, which you think is relevant and which would further support your application?** |
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**Section 6: Authorisation**

* On behalf of the named organisation above, I hereby apply for a grant as outlined in this application for the expenses to be incurred during 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 accurate information may lead to funding being refused, withdrawn, or recovered.

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| **Name of authorised person\*\***  |  |
| **Position of authorised person**  |  |
| **Date**  |  |
| **Signed**  |  |

*\*\* Please note this should be a senior person / approved signatory in your organisation*

**Please complete and return this form to** LEP@scotborders.gov.uk **alongside the supporting documents.**

*Scottish Borders Council will be the Data Controller for all NOLB 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 Scottish 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 Scottish 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.*