



Application Form

Please read the Guidance before completing.

Section 1. Your Organisation

Name of Organisation	
Type of Organisation	<input type="checkbox"/> Constituted Community / Voluntary Group <input type="checkbox"/> Registered Charity / SCIO <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Community Interest Company <input type="checkbox"/> Trust/Development Company <input type="checkbox"/> Business / Enterprise / Private Sector <input type="checkbox"/> Other – Please state:
Registered Address	
Key Contact Name	
Key Contact Email	
Scottish Charity Registration Number or Company Registration No (if applicable)	
Is this a partnership application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail: <i>(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)</i>	
1a. Please describe what your organisation does (max. 200 words)	

Section 2: Your Project

Project Title	
Project Location	
Start Date	
End Date	
Qualification inc level (e.g. SCQF)	
2a. Please give a brief description of your project including what activities will take place and duration of the training. (max. 400 words)	
2b. Please describe how your proposed project will be managed. Please include rationale for the training, details of evidence you have to support this, local knowledge, partnership working, and organisation experience. (max. 400 words)	

2c. Outcomes and Outputs (Please detail the number of outputs and outcomes your project will achieve throughout the funding period)

Number of individuals engaging with employability support and training	
The number of individuals taking part in employment opportunities supported by employability funding.	
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.	
Number of parents achieving in-work progression.	

2d. Tell us in what way you have ensured equalities have been taken into consideration during the planning of your activity, specifically, the protected characteristics? (max. 400 words)

Section 3: Finance

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.

Item	Amount Required (£)	Amount Requested (£)
(e.g., Project Manager Salary @£12ph, 20hpw)	£12,480.00	£10,000.00
Total		

- Yes
 No

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 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

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.

Source of Income	Amount (£)

Section 4: Supporting Information

4a. 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

4b. 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

4c. Please confirm that you will be able to provide evidence of spending this money. (e.g., receipts, invoices, payroll, bank statements)

- Yes
 No

4d. 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 <input type="checkbox"/> Part VAT Registered
4e. Please confirm you will ensure best value for money is undertaken and you are happy to comply with Scottish Government minimum procurement requirements (<i>i.e., £0-£5,000 justify spend choice; over £5,000 3 quotes required</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4f. 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 <u>most</u> recent annual accounts . <ul style="list-style-type: none"> ○ If newly set up, please supply an estimate of first year income/expenditure. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
4g. 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.	<input type="checkbox"/> Yes
4h 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? (max. 200 words)	

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.

Name of authorised person**	
Position of authorised person	
Date	
Signed	X _____

**** 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.