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RENFREWSHIRE EMPLOYABILITY GRANT PROGRAMME 2024/25: APPLICATION FORM

RENFREWSHIRE COUNCIL ON BEHALF OF RENFREWSHIRE LOCAL EMPLOYABILITY PARTNERSHIP

Please fill out a separate application form for each proposal.

The grant form is split into 7 expanding sections. Please provide detailed responses within the word count limits detailed.

If this is a partnership proposal then a lead applicant should make the application on behalf of the partnership.

Additional partner details can be provided in Section 3, Q2.b

Application Ref:

Date assessed:

By:

Section 1: Applicant Information	
Name and Address of Applicant Organisation: Organisation Website:	Name of person making the application: Job Title: Contact Tel No: Email Address:
Where will the provision be delivered from? This must be a Renfrewshire address and be available from the start of the programme.	
Please confirm that you will deliver your work in line with Scottish Government Fair Work First principles (Fair Work First: guidance - gov.scot (www.gov.scot)) You will be asked to complete a Fair Work Self Evaluation form if your application is successful and this will include an expectation to pay the Real Living Wage to all staff or be working to implement this within a limited timescale.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm that your organisation and your proposed provision delivery reflects the Scottish Employability Service Standards https://www.employabilityinscotland.com/news-events/news/employability-service-standards-published/ We will ask for evidence at the award confirmation stage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm the type of organisation:	<input type="checkbox"/> Voluntary sector <input type="checkbox"/> Private sector

	<input type="checkbox"/> FE/HE sector <input type="checkbox"/> Public sector
<p>Applicant Declaration:</p> <p>I confirm that I have the authority to submit this application on behalf of the project applicant.</p> <p>Name:</p>	
<p>Section 2: Application Overview</p>	
<p>Programme Title:</p> <p><u>In one paragraph</u>, please provide a brief summary of your proposed programme. <u>Imagine you are telling a potential participant</u> about what it is and what benefits and impacts it could lead to for them.</p>	
<p>Which of the 8 themes outlined in the guidance notes does this proposal relate to? Please tick one theme.</p> <p>1. Refugees/asylum seekers with poor or no English language skills. (Stages 1 and 2) <input type="checkbox"/></p> <p>2. Unemployed (or low income) residents requiring vocational skills to progress into employment. (Stages 3 and 4) <input type="checkbox"/></p> <p>3. Unemployed people or low- income residents wishing to pursue self- employment (Stages 3-5) <input type="checkbox"/></p> <p>4. Unemployed or economically inactive people with disabilities or long-term conditions (Stages 1-5) <input type="checkbox"/></p> <p>5. Unemployed or low paid parents/kinship carers. (all stages) <input type="checkbox"/></p> <p>6. Unemployed or economically inactive Renfrewshire residents whose mental health is negatively impacting on their ability to engage with employability support; progress towards or into employment; and/or sustain employment or training. (Stages n/a) <input type="checkbox"/></p> <p>7. Criminal Justice experienced population (Stages 2-5) <input type="checkbox"/></p>	

8a. Care Experienced young people (CEYP) ages 16-19. This will include CEYP young people returning to the authority who are not picked up by services, as well as others who have returned and then disengaged. (Stages 1-3) ☐

8b. Young People 16-19 who have left school and are unemployed. (Stages 1 and 2) ☐

When will the project start? (Enter date)

When will the project end? (Enter date)

***Please bear in mind participants must complete provision by 31st March 2025**

Section 3: Project Proposal

Please answer the following questions – the space will expand as you type. These mirror our scoring themes referred to in the grants guidance.

1.Rationale (500 word limit)

a. Who will participate in your proposed programme? Please give as much detail as you can here about the people who you would aim to support.

b. Why is this programme needed? What is the rationale for the service / numbers / beneficiaries etc? (You can draw from the data and sources in the guidance notes provided, as well as provide other evidence you have gathered)

2.Project content and delivery (750 word limit)

We want to get a good picture of what you are proposing.

- a. Where will you deliver the activity and why do you think this will be a good base in Renfrewshire?**

- b. Will this be a partnership approach and in which case which other organisations/groups will be involved?**

- c. Please describe the activity and method/s of delivery. Please also describe if and how it will be linked to other activities or programmes you provide?**

- d. How long is the activity? Please advise on total hours per course/participant and how this will be split eg 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 engage the required level of participants?**

3.Knowledge (including local knowledge) and expertise: (500 word limit)

- a. Please outline the experience your organisation has to carry out this project including the skills and expertise of staff; management; and local knowledge?**

- b. Please outline what, if any, links you already have with the Renfrewshire people you are aiming your activity at and knowledge of their local employability needs?**

- c. Please provide information of any other services you currently deliver in Renfrewshire.**

d. How would your provision seek to align with and practically enhance the core Renfrewshire Employability Offer? (See guidance notes for more details).

4. Participant engagement and accessibility and inclusivity of provision

- a. Have you talked to people in Renfrewshire who might take part in your programme to help you design it?**
- b. How has this engagement shaped your proposed programme/delivery?**
- c. How will you ensure participants on the programme can provide feedback on the programme?**
- d. What practical steps will you take to make your project accessible to your intended participants and all protected characteristics groups? (For example; language, disability requirements, publicity)**

5. Fit with grant outcomes and project monitoring proposals

a. Which of the following high level LEP outcomes will your programme contribute to? Please tick all that apply.

1. reduce unemployment and economic inactivity levels ☐
2. reduce the gap in unemployment/employment rates for targeted geographies and groups ☐
3. ensure that our residents have the appropriate skills and are suitably prepared and informed to match those required by local businesses and others within reach ☐
4. contribute to reducing child poverty through increasing income from employment for (low income) parents ☐

b. Please outline how you will monitor and manage programme performance? Please include how you will measure each participants progress and the impact of the programme on them, including details of assessment/evaluative processes/tools.

Section 4: Output and Outcome Targets

Target Outputs	Apr 2024 - June 2025	Jul 2024-Sept 2024	Oct 2024 - Dec 2024	Jan 2025-Mar 2025	TOTAL
How many people will start in your service?					

How many will attain an accredited qualification?					
How many will undertake a work/volunteer placement?					
Target Outcomes on completion	Apr 2024- June 2024	Jul 2024- Sept 2024	Oct 2024 - Dec 2024	Jan 2025- Mar 2025	TOTAL
Participants successfully completing programme of support					
Participants commenced employment/self-employment					
Participants commenced a Modern/Graduate - Apprenticeship					
Participants entering FE/HE/Training (one academic year)					
Participants entering FE/HE/Training (less than one academic year)					
Improved Labour Market Position (low-income parents only)					
Participants commenced on a formal Volunteering programme					
None of the above – please detail					

Section 5: Added Value

1. How you can demonstrate that your programme will provide good value for money?
2. How is it additional to your usual business/service offer in Renfrewshire?

Section 6: Project costs

	Apr 2024-June 2024	Jul 2024-Sept 2024	Oct 2024 - Dec 2024	Jan 2025-Mar 2025	TOTAL
Delivery Staff Costs We can only fund the salaries of staff directly involved in the delivery of this project. Please provide the hourly rate & hours for each member of staff Eg Trainer 1. – £18/hour x 10hrs per week x 16 weeks delivery each quarter					
10% management and admin (10% of direct staff costs outlined above). Please do not include any other admin or management costs elsewhere in the budget as the maximum payable is 10% as above					
Participant Costs (please outline below)					

Other costs (please outline below)					
Total:					
How much of the costs above are you requesting in grant?					
How much (if any) are you contributing?					

Please note that, dependant on final agreement on costs and targets, you will be required to report on actual spend against these headings.

Section 7: Further information

7. Is there any further information which you have not provided in any previous response, which you think is relevant and which would further support your application? This could include how other funds/activity may complement or add value?

Please email any completed applications to kay.mcintosh@renfrewshire.gov.uk by midnight on Friday 2nd February 2024.