



Parent Employability Innovation Fund

Application Form

Please read the Guidance before completing.

Section 1. Your Organisation

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 or Company Registration No (if applicable)		
Is this a partnership application?	☐ Yes ☐ 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)		
It is important to have a short, succinct, and powerful explanation of what your organisation does. - In one or two sentences, what is your organisation's mission? What are you trying to achieve? - Summarise your main activities/services that you provide. What makes you unique? - 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. - Avoid industry jargon! Assume that the reader will have zero knowledge of your geographical area and sector.		

Section 2: Your Project

Project title	
Project location	
Start date	
End date	
What stage(s) of the Employability Pathway does your proposal service? (tick all that apply)	☐ Stage 1 ☐ Stage 2 ☐ Stage 3 ☐ Stage 4 ☐ Stage 5
Which key priorities does your project meet? Tick all that apply that you are able to demonstrate within the application form.	☐ 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 parents 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 parents 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 parents who are at risk of being long-term unemployed and are claiming reserved benefits. ☐ To help reduce the Disability Employment Gap by supporting disabled parents to enter and remain in the workforce.
2a. Please give a brief description of your project	
.1 What activities will take place? (limited to 1000 characters)	
2a.2 What is the duration of the support? (limited to 1000 characters)	
2a.3 How many hours per week and for how many weeks will each beneficiary be supported? (limited to 1000 characters)	

2a.4 Who will deliver the activities? (limited to 1000 characters)

2a.5 How and where will the activities be delivered? (limited to 1000 characters)

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. (limited to 1000 characters)

2b.2 How will you identify, attract, recruit and engage with the beneficiaries? (limited to 1000 characters)

2b.3 What practical steps will you take to make your project accessible to your intended community (e.g. language, disability requirements, publicity) (limited to 1000 characters)

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. (limited to 1000 characters)

2b.5 Please describe how you will progress any participants who do not have a positive destination at the end of your project. (limited to 1000 characters)

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. (limited to 1000 characters)

2c.2 Tell us about any organisations or projects you will work in partnership with on this project? (limited to 1000 characters)

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? (limited to 1000 characters)

2d. Outcomes and Outputs <i>(Please detail the number of outputs and outcomes your project will achieve throughout the funding period)</i>	
Number of individuals engaging in employability support and training	
The progression of individuals toward education, training or employment	
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.	
If required, you can add your own outcomes here	
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

3a. Please provide details of your planned expenditure in the table below. <i>Please note, "Amount Required" is the total funding required for your project, "Amount Requested" is the amount requested from grant funding.</i> 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		
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.	☐ Yes ☐ No	

- 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
☐ 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.e., £0-£5,000 justify spend choice; over £5,000 3 quotes required)*

- ☐ Yes
☐ 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 most recent **annual accounts**.
 - If newly set up, please supply an estimate of first year income/expenditure.

☐ Yes
☐ No

4g 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?**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
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**** Please note this should be a senior person / approved signatory in your organisation**

Please complete and return this form to DGEmployability@dumgal.gov.uk alongside the supporting documents.