

Skills and Employment Grant Award Scheme 2022-23

Guidance notes

For the purpose of this grant application form 'organisations' will be the term used to describe the applicant. Application for this grant award scheme is not limited to incorporated organisations. We anticipate applications from a range of entities including, but not limited to, community groups, local clubs, community centres, parish councils, and local food banks.

Multiply

This grant award scheme is to support our Multiply programme; a government-funded initiative to help adults improve their numeracy skills.

People who are aged 19 and over and don't have maths GCSE at grade C (or equivalent), can access free numeracy courses through Multiply to help build their confidence with numbers, and will have the option to gain a qualification.

This grant award scheme aims to offer organisations funding for activities such as:

- Promoting improvement of numeracy skills in adults within their community.
- Providing information within their community on why improving numeracy is important.
- Providing information / signposting people as to what support is available locally to help improve numeracy / everyday maths skills.

This grant award scheme will also consider awarding funding to organisations who can provide events within their communities that support people with numeracy. For example; a local food bank running a session on food budgeting.

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Deadlines

Please note there are tight timescales to the award of this grant scheme and the successful completion of activities applied for within this grant application.

All grant forms need to be completed in full and submitted by Friday 10th February 2023.

All successful grant applicants will be notified by Friday 24th February 2023.

All activities applicants wish to receive grant funding for will need to have been achieved by 31st May 2023.

The Multiply Government funded Programme ends in March 2025. We reserve the right to reopen this application process and award further grant funding to applicants within this period.

Monitoring

The activities carried out by you will be monitored and reviewed. How this will be done will depend on the activities you have been awarded grant funding for. Further details on this will be outlined to you if you are successful in being awarded funding as part of this grant scheme. Examples of how we monitor this scheme include; random visits to community buildings to confirm Multiply flyers are being marketed as outlined within your application. Requests for copies of promotional materials related to any drop-in sessions / events you have requested grant funding for. You must provide us with monitoring and other information at the times stated and in the way that we have asked.

You must tell us straight away if anything significantly delays, threatens, or makes unlikely the delivery or completion of the activities and/or services.

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Insurance and risk

You must consider any possible risks involved in carrying out the activities and/or services and take appropriate action to protect everyone involved. This will include implementing health and safety and fire safety advice and meeting any legal obligations.

You must maintain adequate insurance cover at all times including Public Liability cover, and where applicable, Employee Liability cover which meets the statutory minimum. You must promptly provide us with details of such insurance cover on request. If you do not have the required insurances in place, please contact us to discuss this before submitting your grant application and we can determine if this requirement is needed for your organisation.

We accept no responsibility for any consequences, whether direct or indirect, which may come about from the provision of the activities and/or services, the use of the award or from the withdrawal of the award. You shall indemnify and hold harmless the Council, its employees, agents, officers, or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages, and all other liabilities arising from or incurred by reason of your actions and/or omissions in relation to the activities and/or services, the non-fulfilment of your activities within this application or your obligations to third parties.

Equality and diversity

You must not unlawfully discriminate when carrying out the activities and/or services in relation to any of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Payment of grant award

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We understand the timeframes for the award and delivery of this grant are tight. We endeavour to get the grant funding to successful applicants as soon as possible once they have signed their grant award notification - which will be sent out to all successful applicants by Friday 24th February 2023. Where possible we request you to provide an organisation's bank account for the award of credit to be sent.

However, we appreciate that some applicants may not have an organisation bank account (for example unincorporated / not formally associated entities). In these instances, an individual's bank account can be used. If an award of funding is given you will be asked to sign an agreement to confirm the grant funding will explicitly be used for the purposes stated within the award.

General conditions

You must treat all information which we provide to you as confidential unless we agree otherwise and keep it safe. You must not pass such information to any third party without our consent. You must not use confidential information except for the purposes for which the award is given. If you fail to comply with these requirements, we may end the agreement immediately by giving notice in writing.

If you keep personal information about individuals, you must make sure you fully comply with your responsibilities under Data Protection Law.

You are advised to keep a copy of your application for your own records.

Scoring system

All questions marked with an * will be scored using the following 0-4 scoring system. These scores will form the basis of all grant award decisions. Please complete all sections of the form. If you do not answer all questions your application may be deemed invalid and not processed.

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For further information on how grants are scored and awarded please contact us.

4: Excellent – meets our requirements and the applicant has demonstrated positive outcomes from previous work / provides over and above expectations.

3: Good – meets our requirements and the applicant has provided over and above expectations.

2: Acceptable – meets our requirements, all the question is answered.

1: Poor – only part of the question is answered and there are gaps, or the response doesn't fully meet our requirements.

0: Not answered

Privacy Notice

Further information about use of and access to your personal data, and details of organisations with which we regularly share data are available at:

https://www.cheshireadultlearning.org/privacy_notice

<https://www.cheshirewestandchester.gov.uk/your-council/data-protection-and-freedom-of/data-protection-and-freedom-of.aspx>

Further information or support

If you have any questions, please contact:

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