



**Fife Community Works Programme**

**Environmental Employability Project Application Form**

*The Fife Community Works Programme is designed to improve local amenity through a range of environmental works through a partnership with Social Enterprises, Area Managers, Community Groups and Employability Training Providers*

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|  | **Title of Project:** |  |
|  | **Organisation Name:** |  |
|  | **Organisation Address:** |  |
|  | **Main Contact for Application:**  Name:  Position in Organisation:  Address (*if different from above*):  Contact Telephone Number:  Email Address: |  |

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| **For Office Use Only** | | |
| *Project Reference:* |  | |
| *Amount Approved:* | £ | |
|  | Approved at Programme Implementation Meeting | **Date:** |
| *Issued to Area Services Manager:* **Yes** 🞎 **No** 🞎 | **Date:** |  |
| *Signed by Fife Community Works Programme Manager:* | | **Date:** |
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|  | **What project or activities do you want us to fund? (Max. 1,000 words)**  Please be specific about:   * what you will do * how you will do it * what you will spend the monies on * how you identified the need * how many people it will help * what employability support will be provided and who will deliver this * will this include a qualification or apprenticeship * will you continue to employ the employee(s) after the waged subsidy is finished * please state if you are seeking funding over more than one financial year and provide full details * how your project meets the Fife Community Works Programme priorities   ***Please refer to the Programme’s priorities listed on page 5*** | | | | | | |
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|  | **When will your project or activities take place?** | | Start Date (Month and Year) | | | End Date (Month and Year) | |
|  | **How much will your total project or activities cost?** | |  | | | | |
|  | **How much will each item or activity cost?** (include all costs connected to running the project) | | | | | | |
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| **Item or Activity** | | | | | | **Cost (£)** | |
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| **Total** | | | | | |  | |
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|  | **How much are you requesting from the Fife Community Works Budget?** | |  | | | | |
|  | **How much is your Service or organisation contributing to the project/these activities?** | |  | | | | |
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| **Source of Funding** | | **Amount**  **£** | | **Is this secured?** (please provide proof) | **If not, when will this be secured?** | | **Can your project go ahead without this?** |
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| 11. | ***To be completed by Voluntary and Community Organisations only*** | | | |
| 11.1 | **Do you have a written governing document e.g. a constitution, a set of rules or trust deed?** | | **Yes** | **No** |
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| 11.2 | **How many people are on your organisation’s management committee?** | |  | |
| 11.3 | **Please provide details of the bank account into which we would pay the money:** | |  | |
| Name of Bank: | |  | |
|  | Account Name: | |  | |
|  | Sort Code: | |  | |
|  | Account No: | |  | |
|  | Building Society Roll Ref: | |  | |
| 11.4 | **Has your organisation applied to the Fife Community Works Budget within the last year?**  **If yes, please provide details** | | **Yes** | **No** |
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| **Project** | | | **Date** | **Amount Received** |
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| 12. | ***To be completed by Public Bodies only*** | | | |
| 12.1 | **Name of Public Body or if Fife Council please also state your Service** |  | | |
| 12.2 | **If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money** |  | | |

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***Please note that decisions on funding can take up to 6 weeks,***

***longer in exceptional cases***

**Fife Community Works Programme**

**Applications Criteria**

***Please tick the criteria which your project meets***

* Ability of providers to deliver requested works
* Provides Volunteering Opportunities
* Provides Waged Training Opportunities
* Supports 3rd Sector/Social Enterprises
* Local Community Planning Priority
* Project priority such as town/village entry points
* Geographic priority such as SIMD

**Fife Community Works Programme**

**Terms and Conditions**

* Organisations must provide proof of match funding where applicable.
* The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
* The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified and a progress report submitted.
* The project must not start before the monies are awarded except in exceptional circumstances.
* The applicant may not transfer any part of the monies to any other organisation or individual.
* No aspect of the activity being funded should be party political in intention, use or presentation.
* At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
* Community Organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place.
* The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
* It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks will also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
* The applicant/organisation shall agree to the organisation’s main contact details being publicly listed on the Fife Direct website, if required.
* Any monies received from Fife Council should be acknowledged in the organisation’s publicity, reports and relevant communications.
* All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
* All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
* The applicant may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.

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| **To be completed by applicant** | |
| I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. | |
| **Signed:** | **Date:** |

**Fife Community Works Programme**

**Checklist**

***Before you submit your application, please complete the following checklist***

***You must be able to tick every box***

You have answered all the relevant questions in this application

*You, the main contact named in Q.2 of this application form, is authorised to*

*Apply to the Fife Community Works Programme Project Budget on behalf of*

*your organisation.*

*You have signed the Application Form*

*(electronic signature will be accepted along with a confirmation email).*

*You understand that if you make any seriously misleading statements*

*(whether deliberate or accidental) at any stage during the application*

*process, or knowingly withhold any information, this could make your*

*application invalid and you could be liable to repay any funds to us.*

*You are able to comply with the Fife Community Works Programme*

*Project Budget’s Terms & Conditions.*

*If you are a community or voluntary organisation, you have enclosed*

*a copy of your governing document*

***and***

*A copy of your latest signed, audited/independently examined accounts*

*(if you do not have signed audited accounts please provide an income*

*and expenditure statement)*

***and***

*Proof of funding from other sources if applicable*