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| **Employability funding –**  **Application Form 2022/23** | |
| **Project /Service to be delivered** |  |
| **Name of organisation** |  |
| **Contact for this application:** |  |
| **Position in Organisation:** |  |
| **Confirm current number of Board Members** |  |
| **Address** |  |
| **Telephone & e-mail:** |  |
| **If the bid is a consortium bid please detail the other partners and their contact details:** |  |

**Priorities**

The funding provided will support the commitment to ensuring everyone aged between 16 and 24 has the opportunity of work, education or training for a minimum of 12 months.

The provision is to focus on supporting the following groups of young people:

* Unemployed (excluding those in full time education);
* Young people with additional Support needs;
* About to leave school without a positive destination;
* School leavers without a positive destination;
* Leaving training, volunteering or college without a positive destination;
* Low–skilled;
* Without qualifications at SCQF 5 or above;

**Delivery aims**

Provision should provide the following:

1. The provision will focus on the provision of support for young people who need pre-employability support and skills to enable progression to a positive destination.
2. Support should be designed to provide pre-employment skills and training in addition to personalised support to address personal barriers to progression.
3. Support should be provided from a number of key interventions to support and/ or work experience aligned to full time hours aligned to the world of work.
4. There should be no minimum or maximum duration of support provided, it should be aligned to the needs of the young person but it is anticipated that the maximum duration would be around 26 weeks.
5. The provision should be flexible with the ability to start as and when required rather than fixed start dates for group intakes.
6. Employability support and training should be aligned to the key sectors for employment in West Lothian.

Examples of the types of support that should be included:

* One to one key work support
* Individual training plan / learning agreements with clear goal setting outlined within
* Employability skills including CV, applications, job search, personal presentation, interview and career management skills
* Digital skills, tools and access to the internet
* Volunteering, work experience/work tasters
* Industry specific training matched to either a key employer or a sector with current vacancies
* Well-being support including emotional awareness, resilience and support for mild mental health issues. Where required support to be provided to access partner organisation for specialist support
* Confidence and motivation building
* Support to self-travel and develop the skills required to travel to work
* Registration and use of My World of Work
* Core skills development

Partners should focus on ensuring that delivery enhances the current delivery of employability support and interventions to young people aged 16 – 24 and does not duplicate current provision. Consideration needs to be given to how activity will align with current opportunities and how young people will be supported to engage with proposed provision.

Any clients that are supported by the provision will be referred through four main partners; Skills Development Scotland, Department of Working Pensions, West Lothian Council or self-referral.

All clients supported will be required to be uploaded on West Lothian Council’s client record management system, FORT.

**Training allowance**

Where a young person is not in receipt of Universal Credit they should receive a training allowance should the provision be eligible for this. This will be funded out with the grant funding and will be agreed with West Lothian Council before delivery commences.

**Funding has been provided by the Scottish Governments Young Person’s Guarantee.**

**Application form**

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| How does the provision fit with current local delivery? (*maximum of 250 words)* |
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| How will clients be engaged in delivery? (*maximum of 250 words)* |
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| What growth sectors will be support align to and where there is an employer or industry link established to support the provision please provide details? (*maximum of 250 words)* |
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| **PROJECT SUMMARY.** This should identify:   * An over view of the delivery including how the delivery aims will be met. * Who will benefit and what are their characteristics; * How it will align with and contribute to the provision already in place to support the client group, * How it links to other projects and how clients will be referred and supported by partners, and * How you have considered how the provision will be promoted and clients engaged in delivery.   *Maximum of 1000 words, using bullet points and headings to make it as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **What support will be provided from this project?**  Detail what support will be provided to clients and how this will be delivered.  *Maximum of 500 words, using bullet points and headings to make as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **What are the planned OUTCOMES from this project?**  (OUTCOMES are the changes / differences made to individuals resulting from activities or interventions e.g. a participant completing a training course is better able to access employment opportunities is an OUTCOME)  *Maximum of 500 words, using bullet points and headings to make as easy for the panel to understand as possible. Anything over this limit will not be considered.* |
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| **How will you measure success?**  Measurables that help determine if you are achieving or have achieved your outcomes e.g. number of course participants moving into work)  You should show what systems are in place to record and monitor, activities, outcomes etc to evidence how you are reaching your target group? | | | |
| **1** | **Measurable (indicator)** | **number, %, other** | **How will you evidence (i.e. systems, attendance records/questionnaire etc.)** |
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| **COSTS for this service/project (**Please include all relevant resources that contribute to the delivery of a service) | | | | |
| Total budget (This should be the total cost of your project/service including all relevant costs, i.e. other external funding, your own funding etc.) | | | £ | |
| Please list the other sources of funding (i.e. lottery/trust/own finances): | | |  | |
| Total amount you are applying for from WLC | | | £ | |
| Please break down the cost of the service in more detail. All costs must be committed by the end of March 2023. | | | | |
| **Item of expenditure** | **Total cost** | **Council contribution** | | **How would this be evidenced? (i.e. invoice, payslip, bank statement, accounts)** |
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| **Total** (this should equate to the amount awarded) |  |  | |  |

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| **Supporting information** (please provide copies of the following along with your application. This is a required part of the application and **MUST** be submitted for you application to be considered). | |
| Memorandum of Association or Constitution |  |
| The most recent audited or independently examined accounts |  |
| Cash flow forecast 2021/22 |  |

**Please do not include any additional documentation not requested above, for example Annual Reports etc.**

**Privacy Notice for Young Person’s Guarantee Fund 2022/23**

**Information held about you**

As part of the funding arrangements for this programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the application process.

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council.

* Name of the group
* Contact details of contact person; name, position in the group, address, telephone and e-mail address.
* Copies of group documents;
  + List of committee members/directors list- Annual Accounts
  + Cash flow forecast 2022/23
  + Memorandum of Association or Constitution
  + Bank Statements / Bank Details
  + Invoices
  + Payslips

**Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

**How will we use information we hold about you?**

Your data will be used to:

* Assess and progress your application
* Contact you regarding the Young Person’s Guarantee Fund
* To contact you regarding information that may be relevant to you.
* To contact you for feedback regarding the quality of services provided to you.

**Who will we share your information with?**

* We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
* We will also share your information with the assessment panel made up of West Lothian Council officers and external third sector representatives as mentioned in the application guidance.
* We may discuss your application with West Lothian Council colleagues in services relevant to your application.

**How long do we keep your records?**

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Clare Stewart, Employability Manager, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – clare.stewart@westlothian.gov.uk

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

**Further information**

If you have any questions or concerns about how your information is used, please contact Clare Stewart, Employability Manager, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – clare.stewart@westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](https://ico.org.uk/)

**Who is responsible for my information?**

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the ‘Data Protection and Privacy’ page of the council’s website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

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| **Declaration** | | |
| I confirm that I am authorised to submit this application on behalf of my Organisation’s Board of Trustees. I also confirm that all inforrmation given is accurate and that, if awarded funding the group will comply with West Lothian Council Conditions of Grant funding.  I consent to West Lothian Council processing my personal data for the purposes of: | | |
|  | Application to the Young Person’s Guarantee Fund & Monitoring of the grant if awarded. | |
|  | To provide you with updates on the progress of your application. | |
|  | Contact you to pass on information that may be relevant to you. | |
|  | Contact you for feedback on quality of services provided to you. | |
| **Name** | |  |
| **Position** | |  |
| **Organisation** | |  |
| **Date** | |  |