**West Dunbartonshire Employability Grant Programme 2025/26: Application Form**

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**Please fill out a separate application form for each proposal.**

Please provide detailed responses within the word count limits detailed.

We would welcome partnership proposals, in which case a lead applicant should make the application on behalf of the partnership.

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| **Section 1: Applicant Information** | | |
| **Name and Address of Applicant Organisation:** | **Name of person making the application:**  **Job Title:**  **Contact Tel No:**  **Email Address:** | |
| **Where will the provision be delivered from? This should be a West Dunbartonshire address unless there is a sound rationale to justify why not.** |  | |
| **Please confirm that you will deliver your work in line with Scottish Government Fair Work First principles**  [Scottish Government Fair Work Guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2023/03/fair-work-first-guidance-2/documents/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/govscot%3Adocument/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf) | | Yes  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/> | | Yes  No |
| **Please confirm the type of organisation:** | **Voluntary sector  Private sector**  **FE/HE sector  Public sector** | |
| **Applicant Declaration:**  I confirm that I have the authority to submit this application on behalf of the project applicant.  Name:  Date: | | |
| **Section 2: Application Overview** | | |
| **Programme Title:**  **In one paragraph**, please provide a brief summary of your proposed programme. **Imagine you are telling *a potential participant*** about what it is and what benefits and impacts it could lead to for them. | | |
| **Which of the 7 themes outlined in the guidance notes does this proposal relate to?**  **Please tick one theme.**   |  |  | | --- | --- | | **1. Ethnic Minorities -People for whom a lack of English language skills is impacting on their ability to progress into work** |  | | **2. Disabilities – People with disabilities or long-term health conditions** |  | | **3. Community Justice – Justice System experienced residents** |  | | **4.** F**amilies facing poverty - Parents/kinship carers including those affected by in-work poverty** |  | | **5.** **Vulnerable Young People** |  | | **6. Vocational Activity** |  | | **7. Health and Wellbeing support** |  | | | |
| When will the project start? (Enter date)  **If not a rolling programme, please specify indicative start and end dates for each cohort**. |  | |
| When will the project end? (Enter date)  **\*Please bear in mind participants must complete provision by 31st March 2026** |  | |
| **Section 3: Project Proposal** | | |
| **Please answer the following questions – the space will expand as you type.** | | |
| **1.Rationale (750 word limit in total)**   1. **Who will participate in your proposed programme? Please give as much detail as you can about the people who you would aim to support.** 2. **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)** **How would your provision seek to align with and practically enhance the core West Dunbartonshire Employability Offer? (See guidance notes for more details).** | | |
| **2.Project content and delivery (750 word limit in total)**  **We want to get a good picture of what you are proposing.**   1. **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?** 2. **Please detail all qualifications/certificates included in the programme.** 3. **How long is the activity? Please advise on total hours per course/participant and how this will be split e.g. 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.** 4. **Will this be a partnership approach and in which case which other organisations/groups will be involved?**   **NB. For Vocational Courses – you must include 2 weeks of work experience at an appropriate stage of the course and guaranteed job interviews at the end of the programme. We will expect the detail above to include details of the employers you will be working with to deliver these requirements.** | | |
| **3.Knowledge (including local knowledge) and expertise: (500 word limit in total)**  **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 provide information of any other services you currently deliver in West Dunbartonshire (if applicable)** | | |
| |  | | --- | | **Section 4: Targets** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Targets** | **Q1 Apr 2025 –**  **Jun 2025** | **Q2 Jul 2025-**  **Sep 2025** | **Q3 Oct 2025-**  **Dec 2025** | **Q4 Jan 2026-**  **Mar 2026** | **TOTAL** | | Number of people supported |  |  |  |  |  | | Number of people reporting improved health and wellbeing |  |  |  |  |  | | Number of people gaining basic skills |  |  |  |  |  | | Number of people gaining a qualification |  |  |  |  |  | | Number of people in FE/HE education |  |  |  |  |  | | Number of people commenced volunteering opportunity |  |  |  |  |  | | Number of people participating in a work placement |  |  |  |  |  | | Number of people in employment, including self-employment, |  |  |  |  |  | | Number of people securing a Modern Apprenticeship |  |  |  |  |  | | Number of people sustaining employment for 6 months |  |  |  |  |  |   Only complete the KPI’s which are relevant to your programme. | | |

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| **Section 5: Added Value (500 word limit)** |

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

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| **Section 6: Project costs** |

**Please detail your programme budget on the Claim form provided - Appendix 1**

**Enter an appropriate name for each budget line and add your requested costs for each line. The costs will total automatically in the relevant sections.**

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

**Please email any completed applications to WDC\_NOLB\_Grants**[**@west-dunbarton.gov.uk**](mailto:kay.mcintosh@renfrewshire.gov.uk) **by midnight on Friday 18th April 2025, 12 noon.**