Support for Ukraine Community Integration Grant Scheme

**Application Form**

Please read the information leaflet and guidance before completing this application form.

Please note that there are two grant levels:

* Up to £10,000
* Above £10,000

Additional information will be required for grants of £10,000 and above.

Please read each section carefully to ensure that this is completed.

Incomplete information will result in your application being returned.

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| **Project Title:** |
| Click or tap here to enter text. |

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| **Section 1 – Applicant Details*** 1. Organisation
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| Organisation Name Click or tap here to enter text. |
| Type of Organisation Click or tap here to enter text. |
| Company/Charity Number. Click or tap here to enter text. |
| Can your Organisation Recover VAT? No [ ]  Yes [ ]  VAT Number Click or tap here to enter text. |
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| 1.2 Primary Contacts Details |
| Title Click or tap here to enter text. |
| Name Click or tap here to enter text. |
| Position Click or tap here to enter text. |
| Address Click or tap here to enter text. |
| Postcode Click or tap here to enter text. |
| Daytime Telephone Number Click or tap here to enter text. |
| Mobile Telephone Number Click or tap here to enter text. |
| Email Address Click or tap here to enter text. |
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| * 1. Briefly describe your organisation’s main purpose and activities. Please include a link to your website if you have one.

Website address: Click or tap here to enter text.Click or tap here to enter text. |

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| **Section 2 – Project Purpose** |
| 2.1 Please describe your project and explain what will you be spending the grant on? Projects asking for under £10,000 please do not exceed 500 words  Projects asking for £10,000 and over please give more detail, but do not exceed 1000 words |
| Click or tap here to enter text. |
| 2.2 Project CostsAs well as answering this question, please complete a separate Excel spreadsheet to explain your costs in more detail and submit it with this application form. Please provide 2 like for like quotes for equipment over £250 a) How much grant funding do you require? b) Please explain how you have arrived at the costs you have included in the Excel spreadsheet e.g. salaries / on costs etc.  |
| 1. Amount of funding required: £Click or tap here to enter text.
2. Click or tap here to enter text.
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| 2.3 Please explain why your project is needed? Please include details about who you have consulted with, how you know that your project is needed and what you think your project will achieve? |
| Click or tap here to enter text. |
| 2.5 What is the proposed location where the project will take place including postcode? If your project will be delivered across a range of locations, please give a summary. |
| Click or tap here to enter text. |
| 2.6 Please evidence your experience/knowledge of delivering this kind of project. |
| Click or tap here to enter text. |
| 2.7 Please list any insurances, permissions or licences required for this project.  Please give details and state whether they have been obtained, if not when you expect to hear.You are not required to send them in with your application but we may request copies if a grant offer is made. |
| Click or tap here to enter text. |
| 2.8 Please list any policy’s that will be relevant for your project for example, Safeguarding, DBS checks, Health and Safety etc.You are not required to send them in with your application but we may request copies if a grant offer is made. |
| Click or tap here to enter text. |

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| **Section 3 – Outputs and Outcomes** |
| 3.1 Outputs - The achievements produced by a project are it’s ‘outputs’Put your current number in the baseline column and the number of additional outputs that you expect if awarded the grant in the third column.If your project is a new project then please put 0 in the baseline and the expected number in number to be achieved column.You only need to include the outputs that are relevant to your project. |
| **Output description** | **Baseline** | **Number to be achieved** |
| Number of hosts supported through activities | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of Ukrainian adult guests (18 years and over) supported through activities | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of Ukrainian children and young people (under 18 years of age) supported through activities | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of Ukrainian guests supported to access formal and informal training opportunities | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of Ukrainian guests supported to access work opportunities | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of Ukrainian guests reporting improved mental health and wellbeing | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of Ukrainian guests reporting that they feel integrated into life in Herefordshire | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.2 Please outline how you will measure and report on the outputs you have selected? E.g. Attendance Sheets, evaluation forms, project surveys, case studies training registration, [WHO-5](https://www.psykiatri-regionh.dk/who-5/Documents/WHO-5%20questionaire%20-%20English.pdf) health and wellbeing survey etc. Max 500 words |
| Click or tap here to enter text. |
| 3.3 Please describe the outcomes of your project? What will define your project as successful? |
| Click or tap here to enter text. |

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| **Section 4 – Communication**  |
| 4.1 Please explain how you will:* Link with other organisations in the community who are also supporting Ukrainian guests settling in Herefordshire.
* Ensure that you are complementing and not competing against other activities in the area?

Projects for under £10,000 please do not exceed 500 words Projects for £10,000 and over please give more detail, but do not exceed 1000 words |
| Click or tap here to enter text. |
| 4.2 How will you promote your project to potential beneficiaries?  |
| Click or tap here to enter text. |
| 4.3 How do you intend to keep stakeholders involved and informed about your project? Eg other groups, staff, volunteers, funder |
| Click or tap here to enter text. |

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| **Section 5 -** **Management, monitoring and evaluation** |
| 5.1 How many people are involved in delivering your project? Please indicate staff and volunteer numbers and key roles.Projects for under £10,000 please do not exceed 500 words Projects for £10,000 and over please give more detail, but do not exceed 1000 words |
| Click or tap here to enter text. |
| 5.2 Who will have overall responsibility for making this project/activity happen? Please include contact details if different from the lead applicant. |
| Click or tap here to enter text. |
| 5.3 Who will be responsible for record keeping, making claims and reporting for the project? Please include contact details if different from above. |
| Click or tap here to enter text. |
| 5.4 What are the key delivery dates for your project? We will monitor your project against this information. For example, project start date, employ staff or recruit volunteers, publicise, hold event, first training course, complete project.Please add at least 3 for projects under £10,000 and at least 5 for projects over £10,000 |
| Key Activity  | Delivery/completion Date |
| 1. Click or tap here to enter text.
 | Click or tap to enter a date. |
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**Section 4 – Your signatures**

Signatures are required from two people representing your organisation and will usually be the chair plus one other

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 2 

**Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**Date:** Click or tap to enter a date.

**Checklist**

Have you completed all of the sections? [ ]

Have you enclosed your evidence of need? [ ]

Have you enclosed the Excel spreadsheet showing your breakdown costs? [ ]

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

Click or tap here to enter text.

Have you received any support in making this application? Eg, HVOSS, Talk Community, Town/City Council development officers, Other

Click or tap here to enter text.



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**IMPORTANT NOTICES – PLEASE READ**

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| **Fraud statement** |
| By completing the application or accepting the grant payment, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. The council reserves the right to recoup funds and claw back any grants paid in error.The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here: <https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice> |

**Data protection**

Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the Support for Ukraine – Community Integration Grant Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

We will keep your data once an application is approved and funding released for the period of 7 years as defined by the funding body.

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.

We may also advise you of other council services, which may benefit you. Please tick here if you do not consent to your details being kept on a database for this purpose. [ ]

**Please submit your application and project costs spreadsheet by email to:** **delegatedgrants@herefordshire.gov.uk**

**Please clearly state in the email subject heading: Support for Ukraine Community Integration Grant Scheme**

When we receive your application and project costs, we will acknowledge receipt.