LANCASHIRE COUNTY COUNCIL REFUGEE INTEGRATION TEAM

INFORMAL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

GRANT SCHEME APPLICATION FORM

**PLEASE USE THE NOTES THAT ARE ATTACHED WITH THIS FORM FOR GUIDANCE**

(NB: If you are filling in the form electronically, simply click in the empty boxes and type, or use the tab key to move around the form).

|  |  |  |
| --- | --- | --- |
| Name of Organisation |  | |
| Charity number (if available) |  | |
| VAT Registered |  | |
| Applicant Name |  | |
| Address |  | |
|  | | |
| Postcode |  | |
| Telephone |  | |
| Email |  | |
| What does your organisation do? (200 words)  Please include:   1. your organisation's governance arrangements 2. your experience in working in your locality or across Lancashire. | |  |
| What is the name of the project for which you are seeking funding? | |  |
| What is the project about? Provide a very brief summary (30 words) | |  |
| Explain your project in more detail (800 words) Please include:   1. what you will do 2. how it will be beneficial for refugees 3. how you intend to deliver it 4. how it meets the set aims and objectives of the grant scheme 5. what steps will be taken to make it accessible for people with complex medical conditions and/or disabilities 6. how it responds to existing evidence and research 7. what is new/innovative about your approach 8. how it will foster English language acquisition 9. how the project will be accessible in terms of transport 10. How it will the deal with childcare needs 11. How the project will ensure the health and safety of refugees 12. How the project will engage with refugees to ensure participation 13. How sustainable the project will be. | |  |
| Where will your project take place? What resettlement (Local Authority) areas of Lancashire will it include? | |  |
| What other similar services are currently available to refugees, and how will your project complement these services? (100 words) | |  |
| Please outline your outputs, expected outcomes and how will you monitor progress? (200 words) | |  |

|  |  |
| --- | --- |
| Total cost of your project?  Please include the breakdown of the costs. |  |
| How much money are you requesting? |  |

|  |  |  |
| --- | --- | --- |
| Where will the funding for your project come from? | | |
| Funder | Amount | Funding Confirmed |
|  |  |  |
|  |  |  |
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|  |  |
| --- | --- |
| What will be the lasting impact of your project and how will you know whether the project was successful? (200 words)  This could be a lasting improvement or structure, a lasting change in people's lives or a steppingstone to further funding and continuation of your project and how sustainable it is. |  |
| Please attach the following documentation:   1. Copy of the most recent published Accounts, if applicable 2. Constitution/set of rules/governing document 3. Children and Vulnerable Adults Safeguarding Policy |  |

**Application Form Checklist**

Please confirm the following before submitting the application:

☐ The responses to each question are within the specified word count

☐ The required documents relating to your organisation’s governance have been included

☐ The form has been signed below

**Signature**

|  |  |
| --- | --- |
| Where did you hear about the Informal ESOL Grant Scheme? |  |
| Signed:  (If sending the form electronically, no signature is required. However, if successful, a signature may be requested at a later date) |  |
| Print Name: |  |
| Position in organisation: |  |
| Date: |  |

Health and Safety

Please note that applicants receiving a grant from the Informal ESOL Grant Scheme must accept responsibility for the health and safety of service users in their project, assessing risks to the public and participants, both during the project's development, delivery and on its completion. Applicants should ensure that they have sufficient liability insurance to cover their project.

**If you require help in this area, please contact us prior to sending in your application.**

Child Protection

As you or members of your group may be working with unsupervised children or vulnerable adults as part of your project, you should ensure that you undertake a risk assessment and check that you have considered the implications for child protection and safety.

You will need to develop a child protection policy and undertake enhanced Disclosure and Baring Service (DBS) checks for any staff or volunteers working unsupervised with children or vulnerable adults.

**If you require any help in this area, please contact us prior to sending in your application**

By submitting this form, I certify that the information provided in this application is accurate and that all necessary Health & Safety and Child Protection issues have been considered and addressed where relevant and that copies of all necessary certificates and supporting documents have been provided to Lancashire County Council.

Please return completed applications to: [RITTeam@lancashire.gov.uk](mailto:RITTeam@lancashire.gov.uk)