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| **Young Person’s Guarantee – Support for the Voluntary / Third Sector**  **Application Form 2021/22** | |
| **Name of organisation** |  |
| **Contact for this application:** |  |
| **Position in Organisation:** |  |
| **Confirm current number of Board Members** |  |
| **Address** |  |
| **Telephone & e-mail:** |  |

**Priorities**

The Young Person’s guarantee will ensure everyone aged between 16 and 24 has the opportunity of work, education or training for a minimum of 12 months.

The aim of the funding is to deliver fairer and more inclusive communities where every young person has an opportunity to reach their potential. Key overall objectives include:

* Preventing and reducing the number of young people becoming or remaining unemployed;
* Supporting more young people to participate in employability programmes, including formal
* volunteering;
* Increasing the number of young people engaged in learning and skills development;
* Increasing the number of young people achieving qualifications
* Utilising the knowledge and expertise of third sector organisations, and parents, to design and deliver
* pre-employment support to parents;
* Reducing the levels of in-work poverty and supporting career progression; and
* Supporting inclusive sustainable outcomes by helping to tackle inequalities within the labour market.

Grant funding is available to provide provision to focus on supporting the Voluntary and Third Sector to participate in the delivery of the Young Person’s Guarantee, to support the sector to increase their capacity to create employability opportunities and participate in the delivery of employability provision.

In addition to supporting the Sector to engage the funding is available to support the preparation of the Voluntary / Third Sector for No one Left Behind phase two. Activity will profile the current employability provision provided by the sector and the impact. In addition, the funding is available to support organisations to look at how they can create employability opportunities within their organisations.

The funding is available for six months.

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| **PROJECT SUMMARY.** This should identify:   * How the support will be delivered * How it will link to current provision and activity within the sector * How it will be aligned to current structures such as the LEP * What the impact of the activity will be and how this will be measured   *Maximum of 750 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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| How does the provision fit with current provision to increase the capacity within the Third / Voluntary sector? (*maximum of 250 words)* |
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| How will organisation be engaged in delivery? (*maximum of 250 words)* |
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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 non-staffing costs must be committed by the end of March 2021, staffing costs can be profiled until the end of March 2022. | | | | |
| **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 -support for the Voluntary / Third Sector 2021/22**

**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 2021/22
  + 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** | |  |