

Elevate Slough Small Project Grants Guidance

The following guidelines are intended to help you complete the Elevate Slough Small Grants Application. If you have any questions about the Application process, please contact the **City Deal Project Officer, Shanzeeda Chowdhury**:

Shanzeeda.Chowdhury@slough.gov.uk

Section 1 – General Information

Contact Details: Please provide as much detail as you can about your organisation.

Section 2 – Project Details

- **Project Title:** the title for the project. Please distinguish this from other projects you may be running. E.g. Get Into Customer Services Pathway.
- **Start Date:** What date will this project start.
- **End Date:** What date will this project end.
- **Supporting Stream 1 or 2:** Please identify the which stream the project will support. Please note that if the project supports both streams this must be stated clearly.
- **Project Overview:** Please summarise what the project is; how it engages clients; the aims of the project and expected outcomes. Please include measured outputs including target number of clients and how many sessions/activities.
- **Meeting Project and Client Need –** Please state how the project supports Cabinet Office targets and programmes identified in the Elevate Slough Delivery Plan as specified in Elevate Slough Small Grants. Please state how the project supports clients in Stream 1, Stream 2 or both and meets their needs. Criteria.
- **Target Group and Client Recruitment:** Please state who the target group is and how they will be recruited for the project. Please explain how the project will be promoted and publicised.
- **Employer Engagement:** Please explain how suitable employers will be engaged with as per the client groups for your project. If this does not apply to your project please state why.
- **Expected Employability and Skills Outcomes:** Please describe the short term and long term benefits of the project to clients and to Elevate Slough's aims and targets. For example a sector based pathway project will up-skill 15 young people and signpost them to employment opportunities through a guaranteed interview scheme with an employer.

- Customer Satisfaction: Please state how you would record customer satisfaction.
- Client Reporting and Destination Tracking: Please state how the project would meet the following client recording and destination tracking criteria:
 - As stated in the Elevate Slough Small Commissions Criteria the Cabinet Office criteria specifies clients must be recorded and their destination tracked.
 - The tracking period is for at least one month unless an application is submitted for a specific Elevate Slough Proposal which requires a different length of destination tracking.
 - Data sharing agreements must be signed by clients which demonstrate they are willing to share their details with Slough Borough Council.
 - Client details will be uploaded onto the Elevate Slough Client Tracking Database which is maintained by SBC's Young People's Service for ongoing engagement.
 - The contact name, address including postcode, age and date of birth, telephone number and email address and information of how the client found out about the event must be recorded and supplied for each client.
- Experience of Previous Delivery: Please state how your organisation is able to manage the delivery of this project. Include previous examples of projects relevant to this project.

Additional Information

- Working with Partners and their Contribution: Elevate Slough operates as a partnership across Slough and is particularly interested projects delivered in collaboration. If the project includes partners please list the organisations and their contribution to the project.
- Evidence of Equality and Diversity: Please provide details of your organisation's commitment to equalities and diversity e.g. You may want to provide a copy of your Equalities and Diversity Policy.
- How else your Project could be supported in the future without this Funding: Please state any ways in which this project may be supported in the future. For example through volunteers, local networks and partnerships.

Section 3 – Budget

- Total Project Budget: Please state how much the full project is estimated to cost.
- Total Elevate Small Grant Required: Please state how much funding is being applied for. Please note the Small Grants are up to £5,000.
- Any External Funding: Please state if any external funding is being applied for the same project.
- Total Budget Breakdown: Please provide a breakdown of all delivery costs including administration, publicity, venue

Section 4 – Funding and Due Diligence

- **Quality Assurance Framework:** All successful applicants will be expected to have a clear process for planning, delivering and evaluating the success of the activity. All programmes should have clear aims with educational outcomes. It is also important for there to be a process through which participants can evaluate their experience, highlight what they have gained and if the education outcomes for the programmes have been met. We have a framework in place to support/advise you on the above.
- **Due Diligence:** In order for the Council to enter into a contract with any organisation it is important that the organisation completes a due diligence check. The Due Diligence part of the application forms should be completed in full. If your organisation/group does not meet the due diligence conditions then you may wish to consider partnering with a sponsoring organisation.