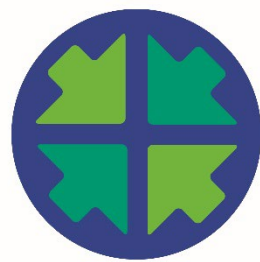




Orkney Islands Council on behalf of the



**Orkney
Local
Employability
Partnership**

**Innovation Fund
(Parental Support)
2023-24**

Application Form



Scottish Government
Riaghaltas na h-Alba
gov.scot

INNOVATION FUND 2023-24

APPLICATION FORM

It is essential that you read the guidelines for this scheme before you complete this application form. This fund is open to constituted third-sector organisations, delivering employability services to people living in the Orkney Islands Council area, to apply for funds up to a maximum of **£10,00,000** which can be used for additionality/innovation to existing projects.

About your organisation

Name of the organisation		
Address		
Website and social media	Website	
	Twitter	
	Facebook	
	Instagram	
	Other	
Main contact for the application	Name	
	Position	
	Address	
	Phone	
	Email	
Does the main contact have any communication needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes above, please let us know how we can assist.		
Does the organisation have a constitution?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you enclosed a copy of the constitution?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 1: The project

1.1	Project Name	
1.2	<p>Will the project engage with parents from one or more of the priority groups</p> <ul style="list-style-type: none"> • Parents in lower income households • Younger parents (those under 25 years old) • Parents with 3 or more children • Parents with children under the age of 1 year old • Parents with a disability or who have a child with a disability. • Single Parents • Parents of Black Ethnic Minority groups. 	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.3	Project start date (Must be before 31 st March 2024)	
1.4	Project end date (Must be completed by 31 st March 2025)	
1.5	Does the organisation have an operational base within Orkney?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.6	If so, can you tell us where this is?	
1.7	Please tell us as succinctly as you can what you will do with the funding? (Max 500 words)	
1.8	How do you know there is a need for this project and detail how your activity will address this local need?	
1.9	How many people are expected to benefit from the project?	
1.10	What do you hope to achieve as a result of this project for the people benefitting and how do you propose to evidence impact?	

1.14	How will you ensure that you reach out to as many people in your community as possible and that everyone will have an equal opportunity to benefit from the project?
1.15	If you intend to engage with people for whom disability is a significant barrier, please tell us how you will do this?
1.16	What are the key challenges you foresee in the delivery of the project and how will you overcome these?
1.17	Anything else you would like to tell us about the proposed project?

Section 2: Innovation

2.1	Describe the innovative element to the project.
2.2	Demonstrate how the activity adds value and does not substitute for, or displace, services which are currently available.
2.3	If successful, have you thought about how the project or elements of it will be sustained beyond the lifetime of this funding?

Section 3: Ability to deliver.

3.1	Who will be delivering the project?
3.2	What skills, knowledge and experience will they bring to delivering the project?

3.3	Please describe how you will gather and present evidence for project reporting purposes.
3.4	Can you describe the experience your organisation has in handling personal data in accordance with data protection legislation?

Section 4: Budget

4.1	Please provide a breakdown of each proposed item of expenditure and all proposed sources of income. The total expenditure and total income should add up to the same amount. The income column should start with the funding requested from this scheme.																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Expenditure</th> <th colspan="2" style="text-align: center;">Income</th> </tr> <tr> <th style="text-align: left;">Item</th> <th style="text-align: center;">£</th> <th style="text-align: left;">Source</th> <th style="text-align: center;">£</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Funding request</td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td></tr> <tr> <td>Total Exp.</td> <td style="text-align: center;">£</td> <td>Total Inc.</td> <td style="text-align: center;">£</td> </tr> </tbody> </table>				Expenditure		Income		Item	£	Source	£			Funding request																																						Total Exp.	£	Total Inc.	£
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Item	£	Source	£																																																				
		Funding request																																																					
Total Exp.	£	Total Inc.	£																																																				
4.2	Does the project involve payment of wages or fees?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																					
4.3	If yes above, will this be at the Scottish Living Wage (currently £12.00 per hour) or above	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																					
4.4	What steps have you taken to ensure that proposed costs have been minimised?																																																						

4.5	How will you demonstrate value for money and ensure that funds are managed and used efficiently, effectively and economically?

Checklist & Declaration

As well as this form, please confirm that you have submitted the following	
All applicants	
Most recent annual report	Yes <input type="checkbox"/> No <input type="checkbox"/>
Child protection and / or Safeguarding policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
Equal opportunities policy or statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Constitution or Memorandum and Articles of Association	Yes <input type="checkbox"/> No <input type="checkbox"/>
Most recent annual accounts	Yes <input type="checkbox"/> No <input type="checkbox"/>
A bank statement to prove that the organisation has an active UK bank account at the time of application	Yes <input type="checkbox"/> No <input type="checkbox"/>
A list of committee members of trustees	Yes <input type="checkbox"/> No <input type="checkbox"/>

We confirm that we are authorised to submit this application on behalf of the organisation named at question 1.1

We undertake to ensure that all the necessary enclosures are included, that the information is, to the best of our knowledge, accurate.

The data you have provided in the application and claim forms will be recorded on an electronic data base and are subject to the provisions of the Freedom of Information Act (Scotland) Act 2002, the Data Protection Act 1998.

The reasons in which we retain and share your personal information are legally justified under the General Data Protection Regulation. This application will be stored securely and only staff who need to know will access the information. For further information on this, please refer to <http://www.orkney.gov.uk/online-Services/privacy.htm>

Please provide 2 signatures. Signatory 1 should be a person authorised to sign on behalf of the organisation and signatory 2 should be the person who has filled out the form. If these two people are the same, signatory 2 should be another member of your organisation authorised to sign off on behalf of the organisation.

Signatory 1

<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Role in Organisation</i>		

Signatory 2

<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Role in Organisation</i>		

Completed applications and documentation should be emailed to employability.support@orkney.gov.uk by 5pm on Thursday 29th February 2024.