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|  |  | Text  Description automatically generated with medium confidence |

**Application Form - Multiply Small Grants**

**VCS Grant**

This application form is for Grant Funding for the period 1st February 2024 to 31st July 2024 and should be completed using the application guidance located in Annex 1.

Completed applications to be returned via email to [MultiplyProgramme@wmca.org.uk](mailto:MultiplyProgramme@wmca.org.uk)

**Please tick to confirm which grant your application applies to:**

Small Grant – VCS Small Grant – Business

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| **1.0: Applicant Organisation Details** | |
| Organisation Name: |  |
| Charity registration number: (if applicable) |  |
| Company number: (if applicable) |  |
| Registered address: (including postcode) |  |
| Contact name for this project: |  |
| Position in Organisation: |  |
| Email: |  |
| Phone: |  |
| Organisation Website: (if applicable) |  |
| Value of grant requested: |  |
| Date application submitted: | DD/MM/YYYY |

Please answer all questions

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| **2.0: Eligibility Assessment** | | |
| A | Please select type of organisation | Employer Intermediary  Voluntary Sector Organisation  Other: please detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(other organisations please contact WMCA for guidance via [MultiplyProgramme@wmca.org.uk)](mailto:MultiplyProgramme@wmca.org.uk) |
| B | **Delivery Location**  Please tick the location/s in the West Midlands where your activity will take place. | Birmingham  Coventry  Dudley  Sandwell  Solihull  Walsall  Wolverhampton |
| C | Has your organisation met the terms of its banking facilities and loan agreements (if any) in the last year? | Yes No N/A |
| D | Have you met all obligations to pay creditors and employees? | Yes No |
| E | Is your organisation in breach of obligations related to the payment of tax and social security contributions? | Yes No |
| F | I declare that the directors/governors of the organisation or any company that they have owned **have not** been declared bankrupt | Yes No |
| G | I declare that the directors/governors of the organisation or any company they have owned **have not** been investigated for fraud | Yes No |
| H | Can you provide financial records that evidence your current cash and credit position? | Yes No |
| I | If you answered **no to Question H**, are the directors of your organisation willing to undergo a credit check? | Yes No |
| J | I declare this organisation has a safeguarding policy in place which: 1. ensures that all individuals engaged in Regulated Activity are subject to a valid enhanced disclosure check for regulated activity undertaken through the Disclosure and Barring Service (DBS); and 2. monitors the level and validity of the checks under this clause 22 for each individual engaged in Regulated Activity  3. declares not to employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out Regulated Activity or who may otherwise present a risk to Learners. | Yes No |
| K | I declare this organisation has the following policies in place:  Prevent  Health & Safety  Equality & Diversity  GDPR  Data Protection  Anti-Fraud  If no policies currently in place agreement to adopt WMCA policies | Yes No  Yes No  Yes No  Yes No  Yes No  Yes No N/A |
| L | Insurance  Please provide a copy of your insurance policy and confirm that your insurance meets the requirement of the grant detailed below:  1. public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project;  And  2. employer's liability insurance with a limit of indemnity of not less than five million (£5,000,000) in relation to any one claim or series of claims arising from the Project. | Yes No |
| M | Are you currently working in partnerships with WMCA Multiply delivery partners? If answered yes further information will be requested. | Yes No |
| N | Does any aspect of your project involve the provision of subsidies? If yes, briefly explain how the subsidies are compliant with the UK’s subsidy control regime **(**[**see .gov guidance**](https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance)**)** | Yes No |
| O | Will the project be delivered in accordance with Multiply branding requirements? | Yes No |

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| **3.0 Business Case** – **Small Grant – VCS**  Please refer to the national [Multiply Guidance documentation](https://www.gov.uk/government/publications/multiply-funding-available-to-improve-numeracy-skills).  The overall objective of Multiply is to increase the levels of functional numeracy in the adult population. Please give details of your project identifying how this will contribute to the Multiply success measures laid out in the [prospectus](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068822/Multiply_Investment_Prospectus.pdf). | | | |
| Start date of Project: DD/MM/YYYY  End date of Project: DD/MM/YYYY | | | |
| **Please provide a project summary, outlining your project proposal including core focus and target group. (Maximum 500 words)** | | | |
| Response: | | | |
| **What activities will take place? (Maximum 500 words)** | | | |
| Response: | | | |
| **How will the activities be delivered? (Including resources required, time to deliver, duration, location, equipment) (Maximum 500 words)** | | | |
| Response: | | | |
| **What is your mobilisation plan for this project in order to support activity to commence by your project start date (this should include staffing resource and if this is currently in place)? (Maximum 500 words)** | | | |
| Response: | | | |
| **What groups of residents are currently engaged with, and which other groups would you extend your delivery to as part of your Multiply project? (Maximum 500 words)** | | | |
| Response: | | | |
| **Please describe how you have considered equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts. (Maximum 500 words)** | | | |
| Response: | | | |
| **What Outputs will your project deliver?** | | | |
| Number of people engaged (including demographics) in outreach / engagement focused provision attending Multiply taster sessions | | Volume: | |
| Number of eligible people referred into and started on substantive learning via a WMCA Multiply or skills training provider | | Volume: | |
| Increased number of adults participating / acquiring and evidencing skills through non qualification provision or towards a qualification including online learning | | Volume: | |
| **Who will deliver the activity?** | | | |
| Response: | | | |
| **Summarise the key risks and mitigation actions of your project** | | | |
| **Risk** | **Mitigation** | **Likelihood (H/M/L)** | **Impact**  **(H/M/L)** |
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(add more columns if required)

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| **4.0 Financial Management** |
| **Provide a breakdown of costs associated with the project (funding cannot be top sliced for ‘on costs’.** Please ensure you demonstrate your monthly eligible costs from project mobilisation until the end of the project in July 2024. |
| Response: |
| **Describe the systems, processes and controls that you will use to ensure only costs directly related to the project will be included in grant claims? (Maximum 500 words)** |
| Response: |

**Annex 1.**

**Multiply:**

**VCS Grant Application Guidance**

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| **Contents:** | |
|  | **About Multiply Small Grants** |
|  | **Who can apply?** |
|  | **Eligibility Criteria/Who can apply?** |
|  | **The Application & Assessment Process** |
|  | **Eligible Costs** |
|  | **Next Steps** |

1. **Multiply Small Grants**

Funding has been allocated to the West Midlands Combined Authority to act as Lead Authority for our 7 local authority partners (Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton).  WMCA have commissioned 21 delivery partners to deliver skills interventions specifically designed to increased numeracy skills of adults.

Multiply across the West Midlands is targeted at those in employment, on low wages, age 19+ and are assessed as working below level 2 in numeracy.

WMCA are now offering small grants of between £25,000 and £100,000 to organisations who can deliver outreach and engagement activity to those residents in the target group, focussing on introducing residents to Multiply, encouraging residents to engage with the WMCA Multiply offer and increase awareness of the Multiply programme across the region.

This application is for the Multiply Small Grants – VCS organisations. Please ensure you have reviewed the Multiply Small Grants – Business to ensure you have applied for the grant best aligned to your organisation and project proposals.

1. **Who can apply?**

This grant application is designed for organisations working directly with the community supporting residents of the West Midlands Region to include Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton. Organisations already working directly with WMCA Multiply delivery partners will not be eligible for this grant.

1. **Eligibility Criteria/Document required**

Organisations should meet all requirements set out in section 2.0 of the grant application process and be able to provide documents when requested. Where organisations are not able to meet the minimum requirements, however, can demonstrate their project proposal is aligned with the specification, assessment of the application may still be undertaken, and feedback provided.

We are seeking to work with new organisations who may not currently be involved in the delivery of the Multiply offer across the combined authority geography, in order to ensure that we develop new and innovative ways of engaging with employed residents. Applications will be considered from organisations who are delivering Multiply activity currently, clarification will be sought to identify differentiation in provision. Organisations MUST be able to deliver outreach and engagement activity across at least 1 of the 7 local authority areas of the WMCA region.

1. **The application & assessment process**

All Small Grant applications will go through an assessment process undertaken by WMCA.

On submission, applications will initially undergo an eligibility assessment. Following this process applications will be scored against a set of criteria to assess strategic fit against the requirements set out within the specification and WMCA Multiply programme. The final stage for successful applications will be a panel assessment. All applicants will receive feedback on their application.

The Strategic fit section will be scored using the following table.

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| Score | Meaning | Assessed As: |
| 0 | No response | Absent or does not meet the criterion. |
| 1 | Very Poor | The response is of very poor quality, with very poor understanding of the criteria and requirements. Response has major shortcomings and/or clear deficiencies. |
| 2 | Poor | The response is of poor quality, demonstrating poor understanding of the criteria, requirements, and poor capability of satisfying the objectives, with weak evidence of deliverability. |
| 3 | Satisfactory | The response is of satisfactory quality, clearly demonstrating a satisfactory understanding of the criteria in all areas, requirements, and capability of delivering the project to satisfy the objectives |
| 4 | Good | The response is of good quality, clearly demonstrating a good understanding of the criteria, requirements, and capability of delivering the project to satisfy the objectives and adds value in a number of areas. |
| 5 | Very Good | The response is of very good quality, clearly demonstrating very good understanding of the criteria, requirements, satisfying objectives and capability of deliverability and adds significant value in all areas. |

1. **Eligible costs**

Multiply grant funding is a S31 ring-fenced grant for delivery of the Multiply programme only. Successful grant recipients will be required to submit eligible costs. Details of ineligible costs are as follows:

1. contributions in kind.
2. capital expenditures and spending on the purchase of assets, for example buildings, furniture, fittings. This includes the purchase of information technology that is treated as capital expenditure for accounting purposes.
3. depreciation, amortisation, or impairment of fixed assets owned by the organisation.
4. input VAT reclaimable by the organisation from HM Revenue and Customs.
5. interest payments or service charge payments for finance leases.
6. gifts
7. entertaining (which for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
8. statutory fines, criminal fines, or penalties.
9. any activities that are not related to the provision of basic numeracy skills provision; and/or
10. any activities that the Authority would otherwise be able to access free of charge.

**Section 4.0** of the application form requires applicants to demonstrate all eligible costs for the delivery of the project. Eligible costs totals should be equivalent to the value of the grant being requested in **section 1.0** of the application form.

1. **Next Steps**

Before application forms are completed and submitted, please ensure you have read all relevant documents which include but are not limited to;

[Multiply Investment Prospectus](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068822/Multiply_Investment_Prospectus.pdf)

[Multiply Technical Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1068823/Multiply_Technical_Guidance.pdf)

[WMCA Multiply Overview](https://www.wmca.org.uk/documents/ukspf/ukspf-presentation/uk-shared-prosperity-fund-presentation-june-2022/multiply/)