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|  |  | Text  Description automatically generated with medium confidence |

**Digital Divide – Grant Application Form**

Completed applications and supporting documents must be returned via email to [Skills.Programmes@wmca.org.uk](mailto:Skills.Programmes@wmca.org.uk) by 1st November 2024 at 5pm.

This application sets out the Eligibility Criteria and minimum requirements that must be met to qualify for the grant funding.

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| **1.0: Applicant Organisation Details** | | |
| Organisation Name: |  | |
| Charity registration number: (if applicable) |  | |
| Company number: (if applicable) |  | |
| UKPRN (required):  (see guidance notes) |  | |
| Registered address: (including postcode) |  | |
| Contact name for this project: |  | |
| Position in Organisation: |  | |
| Email: |  | |
| Phone: |  | |
| Organisation Website: (if applicable) |  | |
| Value of Grant Requested: | Eligible Costs (87%) | £ |
| Progression (13%) | £ |
| Total 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 | Voluntary Community Sector Organisation  Other: please detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| B | **Delivery Location**  Please select the location/s in the West Midlands where your activity will take place.  If you have selected more than 1 location please rank in order of priority delivery location 1st, 2nd etc | **LA Constituent** | **X** | **Rank** |
| **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 any tax? | 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 as part of the application? **Please attach 3 years of financial records.** | 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 ensure those who are required to have a relevant DBS in place. | 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 such policies prior to mobilisation | 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.  If not please confirm you will be able to increase to the appropriate amount if successful. | Yes No  Yes No | | |
| M | Will you have a supply chain or contracted partners | Yes No | | |
| N | If your response to M is yes, please name partners and intended proportion of delivery they will account for. | Details if Answered YES in M: | | |
| O | Does any aspect of your project delivery involve the provision of subsidies?  If yes, briefly explain how the subsidies are compliant with the UK’s subsidy control regime ([see UK government guidance](https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance)) | Yes No N/A  Details if answered YES: | | |

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| **3.0 Business Case** – **Digital Divide**  The intention of the Digital Divide project is to address Digital Exclusion and to support West Midlands residents to connect with the Digital Skills Opportunities.  The WMCA’s ambitions for tackling Digital Exclusion are set out in our Digital Roadmap [West Midlands Digital Roadmap (wmca.org.uk)](https://www.wmca.org.uk/media/4468/west-midlands-digital-roadmap.pdf),  The answers below will form your Business Case and should be inclusive and aligned to the WMCA’s Digital Blueprint.  <https://www.wmca.org.uk/media/ujed23yb/digitalblueprint_guide_v0-3.pdf> | | | |
| Start date of Project: DD/MM/YYYY  End date of initial project phase: DD/MM/YYYY | | | |
| **Q1 - Please provide a project summary, outlining your project proposal including core focus, geography (ward level) and target group. (Maximum 500 words)** | | | |
| Response: | | | |
| **Q2 - What activities will take place that address digital exclusion and support onward referral to skills partners? (Maximum 500 words)** | | | |
| Response: | | | |
| **Q3 - How will the activities be delivered? (Including resources required, time to deliver, duration, location, equipment) (Maximum 500 words)** | | | |
| Response: | | | |
| **Q4 - 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: | | | |
| **Q5 - What groups of residents are you currently engaged with, and which other groups would you extend your delivery to as part of your Digital Divide project? (Maximum 500 words)** | | | |
| Response: | | | |
| **Q6 - 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: | | | |
| **Q7 -**   How will your project deliver aims & objectives? | | **YEAR 1 Volume** | **YEAR 2 Volume** |
| Expected number of residents engaged with the service addressing barriers to participation | |  |  |
| Expected number of residents stabilised through primarily a one-to-one support model | |  |  |
| Expected number of residents enrolled in learning to support residents to engage with Digital Devices and access essential online services in line with the Digital Blueprint. | |  |  |
| Expected number of learners referred to and enrolled onto Adult Community Learning or Adult Education Budget accredited learning. | |  |  |
| Expected number of residents commencing employment | |  |  |
| **Who will deliver the activity (Job roles/organisation chart)?** | | | |
| Response: | | | |
| **Q8 - 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** |
| **Q9 - 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 initial grant period in line with the specification. Total costs should reflect 87% of the total grant request. |
| Response: |
| **Q10 - 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: |

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| Document Checklist before submission | |
| Completed Application Form |  |
| 3 years financial accounts |  |
| Insurance policies |  |