

## Appendix 1

### PEOPLE AND SKILLS FUND EXAMPLE APPLICATION FORM

#### DETAILS

Contact Name	
Email Address	
Telephone number	
Contact Address	
Organisation Name	
Position in Organisation	
Organisation Address	
Companies House Number (CRN) (where applicable)	
Business Rates Number (where applicable)	
Registered Charity Number (where applicable)	
Type of Organisation	

Is your business/organisation VAT registered or able to reclaim VAT?

Yes ☐

No ☐

If Yes, enter your VAT number here:

## YOUR ORGANISATION

Please provide an overview of the nature and purpose of your organisation.

**What area does your organisation serve (please tick one):**

All the borough of Tonbridge & Malling ☐

Part of the borough of Tonbridge & Malling ☐

**How many staff are employed by your organisation?**  people

**How many volunteers assist your organisation?**  people

**Have staff/volunteers who work with young people/vulnerable adults obtained DBS clearance if required?** Yes ☐ No ☐

**Does your organisation have (or is working towards) any quality accreditations?**

Yes ☐ No ☐

**If yes, please give details:**

## PROJECT OVERVIEW

Which of the four aims does your project address (tick all that apply).

	Tick all that apply
Helping unemployed people to access local job opportunities including through basic skills courses.	
Supporting people furthest from the workplace with volunteering and enrichment activities.	
Tackling digital exclusion to help improve quality of life and access to service.	
Enabling SEN students to gain experience of the workplace.	

Please provide an overview of your proposed project:

## PROJECT COST

What is the total cost of your project?

£0.00

What is the amount of grant you are applying for?

(Please note – this should be no more than 75% of total project cost)

£0.00

Please provide a breakdown of your project costs.

Description of Work	Costs
<b>TOTAL COST</b>	

Please describe what quotes you have sought for the above costs to secure value for money.

Have you secured any other public sector funding in the past three years?

Yes ☐ No ☐

If yes, please state how much you have secured:

£0.00

## TIMESCALE

What is your expected start date for the project?

When do you expect to complete the project?

## PERFORMANCE INDICATORS

Please list at least 3 indicators which will help you measure your success and will also enable us to assess whether our grant support to your organisation will have achieved its intended objectives. This will assist us to monitor progress.

Indicator	Value
<i>e.g. No of unemployed people volunteering</i>	<i>10</i>
1.	
2.	
3.	
4.	
5.	

## UPLOADS

Please upload a brief portfolio of organisational experience and project delivery.

Please upload a recent bank statement (within the last three months) showing bank details and transactions.

## DECLARATION

I/We hereby declare that I/we have read the Guidance notes, including the terms and conditions, and declare that the information given within this application form and any supporting material is correct to the best of my/our knowledge. I authorise the Economic Regeneration Team at Tonbridge & Malling Borough Council to make any enquiries it considers necessary for the assessment of the application.

Name(s):

Signature(s):

Position(s):

Date: